# NATIONAL PROSTHETICS PATIENT DATABASE (NPPD)

## "A Clinical Review of the Quality and Effectiveness of the Prosthetics Program"

# USER MANUAL

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# NPPD User Manual

## Overview

**Introduction**

This manual covers the functionality of the **National Prosthetics Patient Database (NPPD) Tools** menu. The **NPPD Tools** Menu, a VISTA based program, is used to routinely view, analyze, and validate the medical center PSAS (Prosthetic Sensory Aids Service) patient transaction data that is eventually transmitted to the NPPD. The menu resides in VISTA at the medical center level. This manual also contains installation instructions for the NPPD Compact Disk (CD).

[1]**Note: Patch RMPR*3*57** includes two new option functions as follows:

- Print 2528-3 Worksheets (LPRT)
- Print 2529-3 Single Line (LSL)

**Targeted Audience**

This functionality is used by VISN staff, VISN Prosthetics Representatives, Prosthetics Program Managers and other Prosthetics staff.

**NPPD Mission Statement**

To provide a clinical review, to increase quality, reduce costs, and improve efficiencies of the Prosthetics Program.

**Increase quality**

Increase the quality of the services to our veterans by providing a means to:

- Develop consistency in services
- Review prescription and management practices
- Develop training
- Monitor Home Medical Equipment
- Measure Performance Improvements.

**Reduce costs**

Reduce costs by:

- Comparing costs system-wide
- Identifying common items for consolidated contracting
- Identifying costs for MCCF purposes
- Improving contracting cost benefit.

**Improve efficiency**

Improve efficiency by:

- Validating the data
- Improving budget management
- Determining where coding errors occur and providing training
- Comparing unique SSNs for multiple site usage and item issue.

*Continued on next page*

[1] New functionality introduced in Patch RMPR*3*57, May, 2001.

| | |
|---|---|
| **Mapping HCPCS** | Prosthetic HCPCS (Health Care and Finance Common Procedure Coding System) are mapped to the NPPD Groups/Lines, providing a means to analyze, validate, summarize, and report usage and cost at the medical center and national levels. |
| **Processing Data for Ad Hoc Queries and Reports** | NPPD data is rolled up at each facility and transmitted to Hines.<br><br>That data is returned to the VISNs on Compact Disks and formatted for Microsoft's Access database program.<br><br>Through that program, pre-defined and ad hoc queries can be made against the data, providing a full range of reports for viewing and analysis. |

# Using the NPPD Tools Menu

## Introduction

**Menu Options**

The **NPPD Tools** Menu contains options that allow you to review, analyze, and validate the Prosthetics data.

- PSAS HCPCS History (PH)
- Add/Edit HCPCS Synonyms (AE - Supervisory Option)
- DSS HCPCS History (HH)
- HCPCS Inquiry (INQ)
- Print 2529-3 Worksheets (LPRT)*****
- Print 2529-3 Line (LSL)*****
- Print PSAS HCPCS List (MAP)
- Print NPPD Worksheets (PRT)
- Quick Edit 2319 Record (QED2)
- Print NPPD Single Line Detail (SL)

*New menu options with Patch RMPR*3*57.

**Screen sample**

```
Select OPTION NAME: RMPR OFFICIAL       Prosthetic Official's Menu

   PU     Purchasing ...
   DD     Display/Print ...
   UT     Utilities ...
   AM     AMIS ...
   SU     Suspense ...
   CO     Correspondence ...
   SC     Scheduled Meetings and Home/Liaison Visits ...
   PS     Process Form 2529-3 ...
   EL     Eligibility Inquiry
   ET     PSC/Entitlement Records ...
   HO     Home Oxygen Main Menu ...
   INV    Pros Inventory Main ...
   ND     NPPD Tools ...

Select Prosthetic Official's Menu Option: ND  NPPD Tools

   PH     PSAS HCPCS History
   AE     Add/Edit HCPCS Synonyms
   HH     DSS HCPCS History
   INQ    HCPCS Inquiry
   LPRT   Print 2529-3 Worksheets
   LSL    Print 2529-3 Single Line
   MAP    Print PSAS HCPCS List
   PRT    Print NPPD Worksheets
   QED2   Quick Edit 2319 Record
   SL     Print NPPD Single Line Detail

Select NPPD Tools Option:
```

# PSAS HCPCS History (PH)

**Purpose**

Use the **PSAS HCPCS History (PH)** option to request a report on **any** HCPCS code (including VA unique codes, such as: VA, BA, DL, and SI). This option is useful for reporting issuance, total cost, and vendors for selected PSAS HCPCS over a date range.

**Note:** The **Site** prompt will not appear unless you have more that one site in the Prosthetic Site Parameter file. If it does appear, enter your station name.

Below is a sample screen. Text that is in bold is a user entry.

**Screen sample**

```
PSAS HCPCS History
SITE: HINES CIOFO// <Enter>

Select PSAS HCPCS (1): VA102 <Enter>    AIR CONDITIONER
Select PSAS HCPCS (2): <Enter>


Beginning Date: T-30//06/1/99 <Enter> (JUN 01, 1999)
Ending Date: TODAY//08/31/99  <Enter> (AUG 31, 1999)
DEVICE: HOME// (Enter a printer or press the <Enter> key to
view)
```

```
PSAS HCPCS HISTORY: VA102                                    STA nnn  PAGE 1

REQUEST DATA  PATIENT NAME  SSN  VENDOR            JUN 01, 1999-AUG 31, 1999
================================================================================
JUL 04, 1999  PATIENT,DAVE  4321 VENDOR NAME
ITEM: AIR CONDITIONER    QTY:   1  TOTAL COST:   135.00   INITIAL ISSUE
INITIATOR:    STAFF,SANDY

AUG 06, 1999  PATIENT,BILL  8765 VENDOR NAME
ITEM: AIR CONDITIONER    QTY:   1  TOTAL COST:   17.70   REPAIR
INITIATOR:    STAFF,HELEN

...

TOTAL DOLLARS SPENT ON THIS HCPCS: $ 287.70 TOTAL QUANTITY ISSUED:   3
```

# Add/Edit HCPCS Synonyms (AE) (Supervisory Option)

**Purpose**

A supervisor in the system can add or edit a HCPCS synonym using the Add/Edit HCPCS Synonyms (AE) from the NPPD Tools (ND) menu as shown below.

**Steps**

To add a HCPCS synonym, follow these steps:

| Step | Action |
|---|---|
| 1 | Type **ND** for the **NPPD Tools** menu from the **Prosthetic Official's Menu**, and press <**Enter**>. |
| 2 | Type **AE** for the **Add/Edit HCPCS Synonyms** option, and press <**Enter**>. |
| 3 | At the **`Select PROSTHETC HCPCS`** prompt, you can type two question marks to display a list of HCPCS, and press <**Enter**>. |
| 4 | Type "^" to stop the list from displaying. |
| 5 | You can now type the HCPCS at the prompt, and press <**Enter**>. |
| 6 | Type the synonym at the **`Select SYNONYM`** prompt, and press <**Enter**>. |
| 7 | A message displays asking if you are adding the name as a new SYNONYM for the first time for the Prosthetic HCPCS code. (The default is No.) |
| 8 | Press <**Enter**> for No or type a **"Y"** for Yes. |
| 9 | The **`Select SYNONYM`** prompt displays again for you to select another synonym for the same HCPCS. Then you can select one for another HCPCS. |

**Screen sample**

```
   PH      PSAS HCPCS History
   AE      Add/Edit HCPCS Synonyms
   HH      DSS HCPCS History
   INQ     HCPCS Inquiry
   LPRT    Print 2529-3 Worksheets
   LSL     Print 2529-3 Single Line
   MAP     Print PSAS HCPCS List
   PRT     Print NPPD Worksheets
   QED2    Quick Edit 2319 Record
   SL      Print NPPD Single Line Detail

Select NPPD Tools Option: AE <Enter>   Add/Edit HCPCS Synonyms
Select PROSTHETIC HCPCS: A4402  <Enter>   LUBRICANT PER OUNCE
Select SYNONYM: LUBE/OZ  <Enter>
  Are you adding 'LUBE/OZ' as a new SYNONYM (the 1ST for this
PROSTHETIC HCPCS)?
 No// Y  <Enter>
  (Yes)
Select SYNONYM:
Select PROSTHETIC HCPCS:
```

# DSS HCPCS History (HH)

**Purpose**

The **DSS HCPCS History** (HH) option only reflects the same data that DSS extracts (excluding VA unique HCPCS). This option is useful for reporting issuance, total cost, and vendors for selected DSS HCPCS over a date range.

**Note:** The **Site** prompt will not appear unless you have more that one site in the Prosthetic Site Parameter file. If it does appear, enter your station name.

Below is a screen sample. Text that is in bold is a user entry.

**Screen sample**

```
DSS HCPCS History

SITE: HINES CIOFO// <Enter>

Select HCPCS (1): E1230   <Enter>  POWER OPERATED VEHICLE
Select HCPCS (2): <Enter>


Beginning Date: T-30//12/1/99 <Enter> (DEC 01, 1999)
Ending Date: TODAY//12/31/99 <Enter> (DEC 31, 1999)
DEVICE: HOME// (Enter a printer or press the <Enter> key to
view)
```

```
HCPCS HISTORY: E1230                                        STA nnn  PAGE 1

REQUEST DATA  PATIENT NAME  SSN  VENDOR            DEC 01, 1999-DEC 31, 1999
================================================================================
DEC 06, 1999  PATIENT,DAN   1234
ITEM: WHEELCHAIR REPAIR    QTY:   1  TOTAL COST:   35.40   REPAIR
INITIATOR:    STAFF,CATHY

DEC 06, 1999  PATIENT,PETE  5678
ITEM: WHEELCHAIR REPAIR    QTY:   1  TOTAL COST:   101.90   REPAIR
INITIATOR:    STAFF,DON

...

TOTAL DOLLARS SPENT ON THIS HCPCS: $ 13716.41 TOTAL QUANTITY ISSUED:   33
```

**VA Unique HCPCS**

VA unique HCPCS cannot be displayed through the DSS HCPCS History (HH) option, but can be in the PSAS HCPCS History (PH) option.

# HCPCS Inquiry (INQ)

**Purpose** Use the **HCPCS Inquiry (INQ)** option for a brief view of information on a selected HCPCS.

Below are screen samples.

**Screen sample**

```
Select PROSTHETIC HCPCS: L5100  <Enter>   MOLDED SOCKET SHIN SACH
FOOT

DEVICE: (Enter a printer or press the <Enter> key to view)
```

```
PROSTHETIC HCPCS LIST                          JAN 14,2000  13:55    PAGE 1
-------------------------------------------------------------------------------


HCPCS: L5100                            SHORT NAME: MOLDED SOCKET SHIN SACH FOOT
  CPT: L5100                            STATUS: ACTIVE
  NPPD REPAIR CODE: R20 B               NPPD NEW CODE: 200 F
  CALCULATION FLAG: 1
DESCRIPTION: BELOW KNEE, MOLDED SOCKET, SHIN, SACH FOOT

ITEM: MOLDED SOCKET SHIN SACH FO/COMMERCIAL
  CPT MODIFIER: RP,LT,RT
```

**Screen sample**

```
Select PROSTHETIC HCPCS: L5667   <Enter>  SOCKET INSERT W LOCK LOWER

DEVICE: (Enter a printer or press the <Enter> key to view)
```

```
PROSTHETIC HCPCS LIST                          JAN 25,2000  08:48    PAGE 1
-------------------------------------------------------------------------------


HCPCS: L5667                            SHORT NAME: SOCKET INSERT W LOCK LOWER
  CPT: L5667                            STATUS: ACTIVE
  NPPD REPAIR CODE: R20 B               NPPD NEW CODE: 910 A
  PRE-DETERMINED LAB TIME: 15
DESCRIPTION: ADDITION TO LOWER EXTREMITY, BELOW KNEE/ABOVE KNEE, SOCKET INSERT,
SUCTION
DESCRIPTION: SUSPENSION WITH LOCKING MECHANISM

ITEM: SOCKET INSERT W LOCK LOWER/COMMERCIAL
  CPT MODIFIER: RP,LT,RT
```

*Continued on next page*

**Definition of fields**

Below are the HCPCS field names and a description for each.

| Field | Description |
|---|---|
| **Short Name** | Name used most often in reports and for selection. |
| **CPT** | The Current Procedural Terminology Code assigned to the HCPCS. |
| **Status** | Active or Inactive. An active HCPCS is selectable when entering a HCPCS for a new transaction. |
| **NPPD Repair Code** | Used in mapping the HCPCS. This appears under Repair Activities on the NPPD worksheets. |
| **NPPD New Code** | Used in mapping the HCPCS. This appears under New Activities on the NPPD worksheets. |
| **Calculation Flag** | Determines whether or not a HCPCS is used as a Main Component to display the entire cost of a purchase, when multiple items within the purchase make up a whole (e.g., when purchasing a limb or surgical implants). (See a description of Main Component under *Print PSAS HCPCS List*.) |
| **Pre-determined Lab Time** | Used to track lab employee time and salary for dispensing stock. |
| **Synonym** | Another name for the HCPCS. |
| **Description** | A longer name/description of the HCPCS. |
| **Item** | An Item or Appliance kept in the Pros Master Item file. |
| **CPT Modifier** | Authorized modifier(s) consistent with the HCFA standard that can be used with this HCPCS. |

# [1]Print 2529-3 Worksheets (LPRT)

**Purpose**

The **Print 2529-3 Worksheets (LPRT)** option from the **NPPD Tools Menu** is a new menu option with Patch RMPR*3*57 and provides the following worksheets:

- Detail Lab reports
- Brief Lab reports

You can enter a date range for the report to be displayed or printed. The Detail report now displays an "L" in the *Line* column. For example, a scooter has the Line code of "100 A1" and it displays "100 A1L." The "L" signifies that the item is a Lab item.

This report will display a number of the items issued either in the *VA* or the *Commercial* column. The *Cost* column includes labor hours and material used. If there is an asterisk in this column, then the order is still open and not complete. Cost may not be associated with it until it has been completed.

**Screen sample**

```
SITE: Hines Development System//   <Enter>              499
Enter Date to Start NPPD Calculations From: T-30  (APR 08, 2001)
Enter End Date: T (MAY 08, 2001)

      2529-3 Form Type Only
      =====================
      This Represents Prosthetic Lab Transactions

     Select one of the following:

          D         DETAIL
          B         BRIEF

Type of Report: DETAIL// D <Enter>   DETAIL
DEVICE: HOME// <Enter>    TELNET
```

```
REPORT OF 2529-3 NEW PROSTHETICS ACTIVITIES
2529-3 LAB DETAIL
JAN 10, 1998 - APR 24, 2001
          STATION: Milwaukee VAMC

Line   Item         VA   Com  Total Cost    Ave Com SC/OP  NSC/OP SC/IP NSC/IP
2529-3 WHEELCHAIRS AND ACCESSORIES
R10L   WHEELCHAIR    178       178   5,104              50     77     10     41
-------------------------------------------------------------------------------
                     178  0    178   5,104              50     77     10     41

2529-3 ARTIFICIAL LEGS
R20 AL LEG A/K       1         1     22                                1
R20 BL LEG B/K, PTB  9         9     109                4      3              2
R20 CL LEG B/K, STD            0     0
```

*Continued on next page*

[1] New Menu Option with Patch RMPR*3*57, May 2001.

## Print 2529-3 Worksheets (LPRT), Continued

**Station Summary**

Below is a sample of the Station Summary for the Lab Detail Report.

```
REPORT OF 2529-3 NEW PROSTHETICS ACTIVITIES
2529-3 LAB DETAIL
JAN 24, 1998 - MAY 08, 2001
          STATION: Milwaukee VAMC

STATION SUMMARY (2529-3 NEW ACTIVITIES)
                     VA        Com       Total     Cost      Ave Com   Elg Ref $
-------------------------------------------------------------------------------
                     233       458        691      $659       $118      $7,415
-------------------------------------------------------------------------------

                     SC/OP     NSC/OP    SC/IP     NSC/IP
-------------------------------------------------------------------------------
                     38        377       4         94
-------------------------------------------------------------------------------
                     SPEC LEG  A&A       PHC       ELG REF   NEW
-------------------------------------------------------------------------------
                     50        9         71        409       332
-------------------------------------------------------------------------------
                     Total Disability: 513   Unique SSN: 4444
```

# [1]Print 2529-3 Single Line (LSL)

**Purpose**

The **Print 2529-3 Single Line (LSL)** option provides detail information on a single NPPD Line from a specific NPPD Group within a specified date range.

**Screen Sample**

```
Select NPPD Tools Option: LSL <Enter> Print 2529-3 Single Line
SITE: Hines Development System//  <Enter>                  499
Enter Date to Start NPPD Calculations From: t-1200  (JAN 24, 1998)
Enter End Date: t  (MAY 08, 2001)
     1.   2529-3 WHEELCHAIRS AND ACCESSORIES
     2.   2529-3 ARTIFICIAL LEGS
     3.   2529-3 ARTIFICIAL ARMS AND TERMINAL DEVICES
     4.   2529-3 BRACES AND ORTHOTICS
     5.   2529-3 SHOES/ORTHOTICS
     6.   2529-3 NEUROSENSORY AIDS
     7.   2529-3 RESTORATIONS
     8.   2529-3 OXYGEN AND RESPIRATORY
     9.   2529-3 MEDICAL EQUIPMENT
     10.  2529-3 ALL OTHER SUPPLIES AND EQUIPMENT
     11.  2529-3 HOME DIALYSIS PROGRAM
     12.  2529-3 ADAPTIVE EQUIPMENT
     13.  2529-3 HISA
     14.  2529-3 SURGICAL IMPLANTS
     15.  2529-3 MISC
Select 2529-3 NPPD Group :  (1-16): 15
     1.   999 AL  AL/OTH ITEMS
     2.   999 XL  HCPCS NOT GRP
     3.   999 ZL  NO HCPCS

Select 2529-3 NPPD Line :  (1-3): 1
```

```
------------------------------------------------------------------------------
999 AL    AL/OTH ITEMS             JAN 24, 1998 - MAY 08, 2001        Page: 20
------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM          HCPCS DES     WHO
------------------------------------------------------------------------------
MENDLE    9999  E0191 2    I C   22.45    06/29 WAFFLE-FOOT  |PROTECTOR HE  KML
PHANTOM   8888  L8440 1    S C   22.56    07/01 SHRINKER-ST  |SHRINKER BEL  JRC
PETERSEN  7777  L8440 1    R C   22.56    07/14 SHRINKER-ST  |SHRINKER BEL  JRC
BERKSTER  6666  L8420 6    I V  *50.41    07/16 SOCK-STUMP-  |SOCK, PROSTH  SLS
STOMPLE   5555  L8420 6    R C   47.78    07/16 SOCK-STUMP-  |SOCK, PROSTH  JRC
SUMMERS   4444  L8420 1    R C   12.66    07/20 SOCK-STUMP-  |SOCK, PROSTH  JRC
ORTH      3333  L8420 12   I C   95.24    07/23 SOCK-CAST-H  |SOCK, PROSTH  JRC
PLUM      2222  L8420 6    I C   40.16    07/23 SOCK-STUMP-  |SOCK, PROSTH  JRC
PHORT     1111  L8420 6    I C   40.16    07/23 SOCK-STUMP-  |SOCK, PROSTH  JRC
OTTO      9988  L8400 3    I C   66.44    07/23 SHEATH-SILO  |SHEATH, BELO  JRC
HUNTER    7766  L8400 6    R C   14.66    07/26 SHEATH-NYLO  |SHEATH, BELO  JRC
HUNTH     5544  L8420 12   R C   95.24    07/26 SOCK-CAST-H  |SOCK, PROSTH  JRC
INGRAM    3322  L8420 6    R C   59.18    07/26 SOCK-STUMP-  |SOCK, PROSTH  JRC
LOWRY     2211  L8420 1    I C   14.83    07/26 SOCK-STUMP-  |SOCK, PROSTH  JRC
```

[1] New Menu option with Patch RMPR*3*57, May, 2001.

# Print PSAS HCPCS List (MAP)

**Purpose**

Use the **Print PSAS HCPCS List (MAP)** option to print the entire list of HCPCS from the Prosthetic HCPCS file #661.1. This includes VA Unique and standard HCPCS codes.

**Sample screen**

See below for a sample screen.

```
Select NPPD Tools Option: MAP <Enter>  Print PSAS HCPCS
List
DEVICE:  <Enter> TELNET    Right Margin: 80// (Enter a
printer)
```

```
PROSTHETIC HCPCS LIST                          APR  5,2001  13:43    PAGE 124
                                          NPPD    NPPD
                                          NEW     REPAIR  MAIN
HCPCS     ITEM NAME                       CODE    CODE    COMPONENT
-------------------------------------------------------------------------------

SI501     HEART PACEMAKER, PERMANENT      960 E           *
SI502     HEART, DEFIBRILLATOR (AICD)     960 E           *
SI503     HEART PACEMAKER LEADS           960 E           *
SI504     HEART PACEMAKER PADS            960 E           *
SI505     HEART PULSE GENERATOR           960 E           *
SI506     HEART VALVE, AORTIC             960 E           *
SI507     HEART VALVE, MITRAL             960 E           *
SI508     HEART VALVE, TRICUSPID          960 E           *
SI509     HEART VALVE, PULMONARY          960 E           *
SI510     HEART VENTRICULAR ASSIST DEV    960 E           *
SI511     HEART SINGLE VENTRICLE          960 E           *
SI512     HEART BIVENTRICULAR             960 E           *
SI513     INFUSION PUMP INTRA-ARTERIAL    960 E           *
SI514     INFUSION PUMP SPINAL CORD       960 E           *
```

***Main Component**

For calculation purposes, the Main Component column contains a number of items that make up the whole.

**Example**

When a purchase order for a limb is created, each component of the limb (foot, knee, material, sockets, etc.) is explained in the order. However, a main component HCPCS code defines it as a "below-knee prosthesis."

The calculated cost of the entire purchase is displayed next to the main component in reports.

*Continued on next page*

# Print PSAS HCPCS List, Continued

**Example**

In the example below, L5100 is the main component.

If you did an Inquiry on that code, you would see that the Calculation Flag field = 1 (See HCPCS Inquiry).

```
NAME,PATIENT         SSN: 111-11-1111   MEDICAL CENTER         DOB: 10-04-1930
                   APPLIANCE/REPAIR LINE ITEM DETAIL                 <4-1>

     PSAS HCPCS   DESCRIPTION                   QTY COST      ITEM
-------------------------------------------------------------------------------
     L5100        MOLDED SOCKET SHIN SACH FOOT  1   $ 1624.05 LIMB,PERMANENT BK
     L5667        SOCKET INSERT W LOCK LOWER    1   $ 1129.92 LIMB,PERMANENT BK
     L5669        SOCKET INSERT BK W/O LOCK     1   $  753.46 LIMB,PERMANENT BK
     L5629        BELOW KNEE ACRYLIC SOCKET     1   $  214.47 LIMB,PERMANENT BK
     L5785        EXOSKELETAL BK ULTRALT MATER  1   $  434.34 LIMB,PERMANENT BK
     L5980        FLEX FOOT SYSTEM              1   $ 2502.26 LIMB,PERMANENT BK
     L5637        BELOW KNEE TOTAL CONTACT      1   $  194.96 LIMB,PERMANENT BK
                                                    =========
                                                    $ 6853.46
```

# Quick Edit 2319 Record (QED2)

**Purpose**

Use the **Quick Edit 2319 Record (QED2)** option to correct coding errors for either the PSAS HCPCS or the type of transaction. You can select a record to edit by entering either the record number or the patient name.

The record number (#) can be found using the following options if you print 132 columns:

- Print NPPD Worksheets (Detail)
- Print NPPD Single Line Detail.

**Example**

Below is a sample screen.

```
Select NUMBER, or Patient:   NAME,PATIENT  (or enter a record number (#) found on
either the "Print NPPD Worksheets" (Detail) report or Print NPPD Single Line Detail
report. )
         ...OK? Yes// <Enter>  (Yes)

PSAS HCPCS: L3002// L3001  <Enter>   FOOT INSERT REMOV MOLDED SPE
TYPE OF TRANSACTION: INITIAL ISSUE// ?? <Enter>
     This set of codes will tell what kind of transaction this request
     is.  The possibilities all fall under the VAF 10-7306a listings
      except for the repair.

     Choose from:
       I        INITIAL ISSUE
       R        REPLACE
       S        SPARE
       X        REPAIR
TYPE OF TRANSACTION: INITIAL ISSUE// R  <Enter>   REPLACE

Would You like to Edit another Entry (Y/N) ? NO  <Enter>
```

# Print NPPD Single Line Detail (SL)

**Purpose**

Like the Detail Report under **Print NPPD Worksheets** option, the **Print NPPD Single Line Detail (SL)** option prints the same data, but it is sorted by the NPPD Line.

See the Appendix A – NPPD Groups and Lines for a listing of the mapped NPPD Groups and Lines.

**Note:** The **Site** prompt will not appear unless you have more that one site in the Prosthetic Site Parameter file. If it does appear, enter your station name.

**Example**

```
SITE: HINES ICS VAMC//  <Enter>
Enter Date to Start NPPD Calculations From: 10/1/99 <Enter>
(OCT 01, 1999)
Enter End Date: 12/31/99  <Enter>   (DEC 31, 1999)
     1.   WHEELCHAIRS AND ACCESSORIES
     2.   ARTIFICIAL LEGS
     3.   ARTIFICIAL ARMS AND TERMINAL DEVICES
     4.   BRACES AND ORTHOTICS
     5.   SHOES/ORTHOTICS
     6.   NEUROSENSORY AIDS
     7.   RESTORATIONS
     8.   OXYGEN AND RESPIRATORY
     9.   MEDICAL EQUIPMENT
     10.  ALL OTHER SUPPLIES AND EQUIPMENT
     11.  HOME DIALYSIS PROGRAM
     12.  ADAPTIVE EQUIPMENT
     13.  HISA
     14.  SURGICAL IMPLANTS
     15.  MISC
     16.  REPAIR
Select NPPD Group :  (1-16): 1 <Enter>

     1.   100 A   MOTORIZED
     2.   100 A1  SCOOTERS
     3.   100 B   MANUAL CUSTOM
     4.   100 C   STANDARD
     5.   100 D   ACCESSORIES
     6.   100 E   CUSHION FOAM
     7.   100 F   CUSHION SPEC

Select NPPD Line :  (1-7): 2  <Enter>
DEVICE: HOME// (Enter a printer, 132 column)
```

*Continued on next page*

# Print NPPD Single Line Detail (SL), Continued

**Example** Below is a screen sample.

```
------------------------------------------------------------------------------------------------------------------------------------------
100 A1    SCOOTERS                OCT 01, 1999 - DEC 31, 1999        Page: 1
------------------------------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                          HCPCS DES                      WHO  #
------------------------------------------------------------------------------------------------------------------------------------------
NAMEM     nnnn  E1230 1    I C  1939.57   10/18 CART-SCOOTER                  |POWER OPERATED VEHICLE          STA  172535
NAMEM     nnnn  E1230 1    I C  1989.76   10/21 CART-SCOOTER                  |POWER OPERATED VEHICLE          ABC  172504
NAMEM     nnnn  E1230 1    I C  1939.57   10/22 CART-SCOOTER                  |POWER OPERATED VEHICLE          STA  172007
NAMEM     nnnn  E1230 1    I C  1939.57   10/28 CART-SCOOTER                  |POWER OPERATED VEHICLE          STA  172115
NAMEM     nnnn  E1230 1    I C  1949      11/03 CART-SCOOTER                  |POWER OPERATED VEHICLE          BBB  172533
NAMEM     nnnn  E1230 1    I C  1939.57   11/29 CART-SCOOTER                  |POWER OPERATED VEHICLE          BBB  172789
....
```

**Cross Reference** See “Print NPPD Worksheets” for a description of the data that appears in this report.

# Print NPPD Worksheets (PRT)

## Patch RMPR*3*51 – Enhancements/New Features

**Patch RMPR*3*51 (December, 2000)**

[1]The **Print NPPD Worksheets (PRT)** option has been enhanced in Patch RMPR*3*51. The purpose of changing this function is that issues from stock will now accommodate 50 percent valuation, and the NPPD Reports needed to reflect this inventory calculation.

**Note:** If a site does not enter USED equipment information into the Prosthetic Inventory package, the NPPD Reports will report ZERO dollars in the USED equipment category. The BRIEF BOTH SUMMARY Report will display the NEW dollars only since USED inventory was not included.

**Purpose**

The **Print NPPD Worksheets (PRT)** option provides Brief and Detail NPPD worksheets. They are divided into the following two basic parts with a station summary of each:

- New Activities
- Repair Activities.

The above are further broken down by each mapped NPPD Group with a summary of each. Examples of NPPD Groups are:

- Wheelchairs and Accessories
- Artificial Legs, etc.

Within each NPPD Group, there is an NPPD Line with a summary. Examples of NPPD Lines are:

- Scooters
- Manual Custom, etc.

*Continued on next page*

[1] Patch RMPR*3*51 – Inventory Report Description/Reason for NPPD Report changes.

# Access the Print NPPD Worksheets (PRT) Option

**Overview**

You can access the **Print NPPD Worksheets (PRT)** option from the **NPPD Tools Menu**.

**NPPD Tools Menu Screen**

```
Select Prosthetic Official's Menu Option: ND  NPPD Tools

   PH     PSAS HCPCS History
   AE     Add/Edit HCPCS Synonyms
   HH     DSS HCPCS History
   INQ    HCPCS Inquiry
   MAP    Print PSAS HCPCS List
   PRT    Print NPPD Worksheets
   QED2   Quick Edit 2319 Record
   SL     Print NPPD Single Line Detail

Select NPPD Tools Option: PRT <Enter> Print NPPD Worksheets
```

**Tip/Hints!!!!!!**

When the **Print NPPD Worksheets** menu option is presented, you will view NPPD New and Repair Worksheets with the following:

- Six (6) choices (See 1-6 reports below.)
- Three (3) filter criteria (See Sort options below.)
- Two (2) output options – 1) Brief Summary and 2) Detail and Summary

**Print NPPD Worksheets Screen**

Filter Criteria →

Output Options →

```
Select NPPD Tools Option: PRT <Enter> Print NPPD Worksheets
SITE: Hines Development System//   <Enter>              499  <Enter>
Enter Date to Start NPPD Calculations From: T-90 <Enter> (AUG 31,
2000)
Enter End Date: T  <Enter>  (NOV 29, 2000)

Sort Options
 ------------
 2 or 5 = USED INVENTORY ONLY (NEW REPORT)

 1 or 4 = NEW ITEM COSTS, USED INVENTORY (VA) COST AS ZERO,
          (PREVIOUS BRIEF/DETAILED NPPD REPORT)

 3 or 6 = NEW AND USED COST, BOTH DOLLAR AMOUNTS TOTALED (NEW REPORT)

     Select one of the following:

          1         BRIEF NEW SUMMARY
          2         BRIEF USED SUMMARY
          3         BRIEF BOTH SUMMARY
          4         DETAIL & NEW SUMMARY  <-- (This is the default report)
          5         DETAIL & USED SUMMARY
          6         DETAIL & BOTH SUMMARY

Type of Report: DETAIL & NEW SUMMARY//  <Enter to accept the default report>
```

*Continued on next page*

# Print NPPD Worksheets (PRT)

**Detail worksheet**

The **Print NPPD Worksheets (PRT)** option provides a Detail worksheet. The Detail worksheet adds an itemized listing for each NPPD Line within the NPPD Group, so every transaction for the date range selected is displayed. See Appendix A – NPPD Groups and Lines for a listing of NPPD Groups and their NPPD Lines.

**Note:** The **Site** prompt will not appear unless you have more than one site in the Prosthetic Site Parameter file. If it does appear, enter your station name.

**Note: Send this report to a device that will print a 132-column output. This will not only ensure that you get the entire report, it will also expand the length of some of the data (e.g., Item and HCPCS DES in the Detail Worksheet) to make it more legible.**

**Print Prompt**

```
DEVICE: HOME// (Enter a printer, 132 column)
```

**Detail Report Example**

Below is an example of a **Detail and New Summary (4)** report showing each transaction within an NPPD Line.

```
100 A     MOTORIZED            OCT 01, 1999 – DEC 31, 1999        Page: 1
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                          HCPCS DES                      WHO  #
NAMEL     1233  K0014 1    I C  8163.06   10/01 WHEELCHAIR-ELECTRIC           |OTHER POWER WHLCHR BASE       STA  172313
NAMEK     2333  K0014 1    R C  1840.61   10/08 WHEELCHAIR-ELECTRIC           |OTHER POWER WHLCHR BASE       STA  173406
NAMEL     3433  K0014 1    R C  1989.7    10/28 WHEELCHAIR-ELECTRIC           |OTHER POWER WHLCHR BASE       STA  173451
NAMED     4533  K0014 1    I V  0         10/28 VAS-WHEELCHAIR,OTHER          |OTHER POWER WHLCHR BASE       ABC  175555
NAMEJ     5633  K0010 1    R V  0         11/01 VAS-ELECTRIC SCOOTERS         |STND WT FRAME POWER WHLCHR    STA  172313
NAMEA     6733  K0014 1    I C  2274.44   11/24 WHEELCHAIR-ELECTRIC           |OTHER POWER WHLCHR BASE       STA  172313
NAMEB     7833  K0014 1    I C  6967.52   12/06 WHEELCHAIR-ELECTRIC           |OTHER POWER WHLCHR BASE       ABC  172313
NAMEE     8933  K0014 1    R C  *2478.54  12/16 WHEELCHAIR-ELECTRIC           |OTHER POWER WHLCHR BASE       ABC  172313
NAMEG     9033  K0011 1    R C  4605.38   12/21 WHEELCHAIR-ELECTRIC           |STND WT PWR WHLCHR W CONTROL  CFS  172313
NAMEM     5433  K0011 1    I C  *6158.30  12/28 WHEELCHAIR-ELECTRIC           |STND WT PWR WHLCHR W CONTROL  CFS  172313
```

*Continued on next page*

**Definition of fields**

Below are the HCPCS field names/column headers and a description of each field from a Detail Report.

| Field/Column Heading | Description |
|---|---|
| **Name** | Patient's last name. |
| **SSN** | Last four digits of the patient's SSN. |
| **HCPCS** | HCPCS code. |
| **Qty** | Number issued. |
| **Type** | A first-time issue, a repair of a previous issue, a spare, or a replacement of a stock item:<br>• Initial = I<br>• Spare = S<br>• Replace = R<br>• Repair = X |

**Type**

Below is more detail for the **Type** column/field.

| Type Column | New Activities | Repair Activities |
|---|---|---|
| First Initial = | I (Initial)<br>R (Replacement)<br>S (Spare) | X (Repair) |
| Second Initial = | C (Commercial)<br>V (VA) | C (Commercial)<br>V (VA) |

*Continued on next page*

**Field definitions** (continued)

Below are field names/column headers and a description for each from a Detail Report.

| Field/Column Heading | Description |
|---|---|
| **Cost** | Cost of the issue. |
| ***Cost** | *Transaction is still open and cost is subject to change when it closes out. |
| **Date** | The date the data entry was done. |
| **Item** | An Item or Appliance kept in the Pros Master Item file. |
| **HCPCS Des** | The HCPCS description for the item. |
| **Who** | The initials of person that created the transaction. |
| # | The record number. (Note: This number can be used instead of the patient to look up a specific transaction.) |

*Continued on next page*

# Print NPPD Worksheets (PRT), Continued

**Brief New Summary (1) Option**

The **Brief New Summary** (1) option produces the same [1]Summary Report as what used to be known as the Brief Report (shown below). This report summarizes the total cumulative data for all the NPPD lines and the dollars being spent for a specific site and date range.

**Note:** USED inventory costs are not included on this report; only NEW inventory item costs as stated on the second line of the report.

**Brief New Summary Screen**

(The second line of this report is filter criteria. You will see this line if you select either Option #1 or Option #4.)

```
            1          BRIEF NEW SUMMARY
            2          BRIEF USED SUMMARY
            3          BRIEF BOTH SUMMARY
            4          DETAIL & NEW SUMMARY
            5          DETAIL & USED SUMMARY
            6          DETAIL & BOTH SUMMARY

Type of Report: DETAIL & NEW SUMMARY// 1 BRIEF NEW SUMMARY
DEVICE: HOME//   TELNET
-------------------------------------------------------------------------------
REPORT OF NEW PROSTHETICS ACTIVITIES
NEW ITEM COSTS, USED INVENTORY (VA) COST AS ZERO
AUG 31, 2000 - NOV 29, 2000
          STATION: Hines Development System
```

```
REPORT OF NEW PROSTHETICS ACTIVITIES
NEW ITEM COSTS, USED INVENTORY (VA) COST AS ZERO
OCT 01, 1999 – DEC 31, 1999

  STATION: HINES ISC VAMC

Line  Item           VA   Com  Total Cost     Ave Com SC/OP  NSC/OP SC/IP NSC/IP   SP LEG A&A    PHC    ELG REF NEW     $ELG REF
WHEELCHAIRS AND ACCESSORIES
100 A MOTORIZED      2    8    10    34,478   4,310   3      3      1     3                      1      2       5       2274.44
100 A1SCOOTERS       1    17   18    32,571   1,916   8      10                   1              2      6       16      10766.53
100 B MANUAL CUSTOM  7    37   44    26,676   721     5      17     3     19     2              9      6       36      1604.29
100 C MANUAL A/O     6    24   30    4,750    198     1      7      1     21     1      1       2      3       27      119.46
100 D ACCESSORIES           86   86    1,011    12      11     29     7     29     4      4       14     7       44      83.86
100 E CUSHION FOAM          44   44    782      18      6      23     2     13     2      1       11     9       35      98.86
100 F CUSHION SPEC          87   87    16,451   189     19     36     8     23     2      5       17     10      45      1904.45
-------------------------------------------------------------------------------------------------------------------------------
                     16   303  319   116,718          53     125    22    108    12     11      56     43      208     16851.89

ARTIFICIAL LEGS
200 A LEG IPOP .......
```

*Continued on next page*

[1] The Brief Report is renamed to the Summary Report with Patch RMPR*3*51.

**New Activities**

Below is an example of **Station Summary of New Activities**:

```
STATION SUMMARY (NEW)
                        VA        Com       Total     Cost      Ave Com   Elg Ref $
-------------------------------------------------------------------------------
                        1,457     4,655     6,112     $429,089  $92       $82,576
-------------------------------------------------------------------------------

                        SC/OP     NSC/OP    SC/IP     NSC/IP
-------------------------------------------------------------------------------
                        646       2756      148       1032
-------------------------------------------------------------------------------
                        SPEC LEG  A&A       PHC       ELG REF   NEW
-------------------------------------------------------------------------------
                        387       68        485       1692      3273
-------------------------------------------------------------------------------
                        Total Disability: 4,582      Unique SSN: 2926
```

**Unique SSN**

The Unique SSN is a total for the selected date range and includes both New and Repair items.

**Repair Activities**

Below is a screen example of Repair Activities.

```
REPORT OF REPAIR PROSTHETICS ACTIVITIES
OCT 01, 1999 – DEC 31, 1999

  STATION: HINES ISC VAMC



Line  Item           VA   Com  Total Cost     Ave Com SC/OP  NSC/OP SC/IP NSC/IP   SP LEG A&A    PHC    ELG REF NEW     $ELG REF
WHEELCHAIRS AND ACCESSORIES
R10   WHEELCHAIR     455  541  996   31,099   57      226    322    45    178      3      18     74     17              887.93
-------------------------------------------------------------------------------------------------------------------------------------
                    455  541  996   31,099   57      226    322    45    178      3      18     74     17      0       887.93

ARTIFICIAL LEGS
R20 A LEG A/K       6    28   34    11,590   414     30     4                                  1
R20 B LEG B/K, PTB  25   45   70    24,877   553     47     19     1     1                     1      2              6937.53
R20 C LEG B/K, STD           0     0
R20 D LEG ALL OTHER 7    4    11    2,153    538     4      3      1     3                     1
-------------------------------------------------------------------------------------------------------------------------------------
                    38   77   115   38,620           81     26     2     4        0      0      3      2      0       6937.53

ARTIFICIAL ARMS AND TERMINAL DEVICES
R30   ART ARM,TOTAL .....
```

*Continued on next page*

**Station Summary of Repair Activities**

Below is an example of **Station Summary of Repair Activities**:

```
STATION SUMMARY (REPAIR)
                      VA        Com       Total     Cost      Ave Com   Elg Ref $
-------------------------------------------------------------------------------
                      587       13420     14007     $138,073  $10       $13,541
-------------------------------------------------------------------------------

                      SC/OP     NSC/OP    SC/IP     NSC/IP
-------------------------------------------------------------------------------
                      552       1760      60        263
-------------------------------------------------------------------------------
                      SPEC LEG  A&A       PHC       ELG REF   NEW
-------------------------------------------------------------------------------
                      72        32        183       225       0
-------------------------------------------------------------------------------
                      Total Disability: 2635
-------------------------------------------------------------------------------
```

*Continued on next page*

**Brief Used Summary (2) Option**

The **Brief Used Summary (2)** option produces the NPPD Report showing only USED equipment dollars. No NEW inventory dollars are included on this report.

Note: Do not use this report for budgeting purposes as USED equipment has a 50 percent value in NPPD.

**Brief Used Summary Report sample**

```
          1         BRIEF NEW SUMMARY
          2         BRIEF USED SUMMARY
          3         BRIEF BOTH SUMMARY
          4         DETAIL & NEW SUMMARY
          5         DETAIL & USED SUMMARY
          6         DETAIL & BOTH SUMMARY

Type of Report: DETAIL & NEW SUMMARY// 2  BRIEF USED SUMMARY
DEVICE: HOME//   TELNET

STATION SUMMARY (NEW ACTIVITIES)
USED INVENTORY ONLY
                     VA        Com       Total     Cost      Ave Com Elg Ref $
-------------------------------------------------------------------------------
                     1         0         1         $200
-------------------------------------------------------------------------------
                     SC/OP     NSC/OP    SC/IP     NSC/IP
-------------------------------------------------------------------------------
                     1         0         0         0
-------------------------------------------------------------------------------
                     SPEC LEG  A&A       PHC       ELG REF   NEW
-------------------------------------------------------------------------------
                     0         0         0         0         1
-------------------------------------------------------------------------------
                     Total Disability: 1       Unique SSN: 4
```

*Continued on next page*

# Print NPPD Worksheets (PRT), Continued

**Brief Both Summary (3) Option**

The **Brief Both Summary (3)** option provides an NPPD Report of both USED and NEW inventory dollars added together.

The purpose of this report is for your review of data validation. This report should not be used for budgeting purposes because USED equipment has a 50 percent value in NPPD, and this report adds the USED inventory dollars to the NEW inventory dollars.

**Screen sample**

Below is a sample **Brief Both Summary (3)** report.

| Line | Item | VA | Com | Total | Cost | Ave Com | SC/OP | NSC/OP | SC/IP | NSC/IP | SP | LEG | A&A | PHC | ELG | REF | NEW | $ELG REF |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WHEELCHAIRS AND ACCESSORIES | | | | | | | | | | | | | | | | | | |
| 100 | A MOTORIZED | | 8 | 8 | 43,305 | 5,413 | 3 | 3 | | 2 | 1 | | 1 | | 1 | | 5 | 4622.57 |
| 100 | A1SCOOTERS | | 7 | 7 | 13,497 | 1,928 | 1 | 5 | | 1 | | | | 1 | 4 | | 7 | 7930.93 |
| 100 | B MANUAL CUSTOM | 1 | 19 | 20 | 10,310 | 543 | 5 | 10 | | 5 | 1 | | | 2 | 7 | | 16 | 3081.22 |
| 100 | C STANDARD | | 6 | 6 | 797 | 133 | 1 | 5 | | | 1 | | | 3 | 1 | | 5 | 115.25 |
| 100 | D ACCESSORIES | | 35 | 35 | 483 | 14 | 9 | 14 | | 7 | 2 | | 1 | 4 | 7 | | 12 | 153.36 |
| 100 | E CUSHION FOAM | | 16 | 16 | 273 | 17 | 3 | 6 | 2 | 4 | 2 | | | | 4 | | 12 | 50.56 |
| 100 | F CUSHION SPEC | 1 | 23 | 24 | 4,860 | 211 | 6 | 12 | 2 | 3 | 1 | | 2 | 5 | 4 | | 13 | 663.59 |
| 100 | G W/C CARRIERS | | 1 | 1 | 1,176 | 1,176 | | 1 | | | 1 | | | | | | 1 | |
| | | 2 | 115 | 117 | 74,701 | | 28 | 56 | 4 | 22 | 9 | | 4 | 15 | 28 | | 71 | 16617.48 |

*Continued on next page*

**Detail and New Summary (4) Option**

The **Detail and New Summary (4)** option provides the same report format as the Detail Report. (This option is the default setting.)

This report contains the following:

- NEW Inventory dollars are included in this report.
- USED Inventory is reported at ZERO dollars.

**Screen sample**

```
Select NPPD Tools Option:  Print NPPD Worksheets
Enter Date to Start NPPD Calculations From: T-5  (DEC 08, 2000)
Enter End Date: T  (DEC 13, 2000)

      Sort Options
      ------------
      2 or 5 = USED INVENTORY ONLY (NEW REPORT)

      1 or 4 = NEW ITEM COSTS, USED INVENTORY (VA) COST AS ZERO,
               (PREVIOUS BRIEF/DETAILED NPPD REPORT)

      3 or 6 = NEW AND USED COST, BOTH DOLLAR AMOUNTS TOTALED (NEW REPORT)

     Select one of the following:

          1         BRIEF NEW SUMMARY
          2         BRIEF USED SUMMARY
          3         BRIEF BOTH SUMMARY
          4         DETAIL & NEW SUMMARY
          5         DETAIL & USED SUMMARY
          6         DETAIL & BOTH SUMMARY

Type of Report: DETAIL & NEW SUMMARY// <Enter>
DEVICE: HOME//   HOME

REPORT OF NEW PROSTHETICS ACTIVITIES
NEW ITEM COSTS, USED INVENTORY (VA) COST AS ZERO
DEC 08, 2000 - DEC 13, 2000
          STATION: ATLANTA VAMC
```

(The second line of this report is filter criteria. You will see this line if you select either Option #1 or Option #4.)

*Continued on next page*

# Print NPPD Worksheets (PRT), Continued

**Sample report** Below is a sample **Detail and New Summary (4)** report:

```
100 A     MOTORIZED                NOV 01, 2000 - NOV 30, 2000        Page: 1
-------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                        HCPCS DES                        WHO  #
-------------------------------------------------------------------------------------------------------------------
SCHULTZ   1000  K0014 1    I C   2665.93  11/06 WHEELCHAIR-ELECTRIC        |OTHER POWER WHLCHR BASE          RP   205457
PETERSON  0922  K0014 1    I C   4622.57  11/07 WHEELCHAIR-ELECTRIC        |OTHER POWER WHLCHR BASE          DMM  205631
DAYON     5522  K0014 1    I C   4853.18  11/14 WHEELCHAIR-ELECTRIC        |OTHER POWER WHLCHR BASE          DMM  206272
JAMES     0422  K0014 1    I C   7029.03  11/14 WHEELCHAIR-ELECTRIC        |OTHER POWER WHLCHR BASE          DMM  206282
CORKWELL  0122  K0011 1    R C  *4668.32  11/14 WHEELCHAIR-ELECTRIC        |STND WT PWR WHLCHR W CONTROL     RP   206288
PETERSON  9122  K0014 1    R C  *7212.86  11/20 WHEELCHAIR-ELECTRIC        |OTHER POWER WHLCHR BASE          RP   206712
WILLIAMS  8622  K0014 1    R C  *6442.52  11/24 WHEELCHAIR-ELECTRIC        |OTHER POWER WHLCHR BASE          SLS  207683
CHOU      7433  K0011 1    I C   5810.38  11/27 WHEELCHAIR-ELECTRIC        |STND WT PWR WHLCHR W CONTROL     SLS  207735


-------------------------------------------------------------------------------------------------------------------
100 A1    SCOOTERS                 NOV 01, 2000 - NOV 30, 2000        Page: 2
-------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                        HCPCS DES                        WHO  #
-------------------------------------------------------------------------------------------------------------------
DAYON     7033  E1230 1    I C   1949.00  11/07 CART-SCOOTER               |POWER OPERATED VEHICLE           DMM  205623
JAMES     9133  E1230 1    I C   1667.24  11/08 CART-SCOOTER               |POWER OPERATED VEHICLE           DMM  205795
CORKWELL  2322  E1230 1    I C  *2716.91  11/08 CART-SCOOTER               |POWER OPERATED VEHICLE           RP   205880
CHOU      9722  E1230 1    I C   1616.02  11/14 CART-SCOOTER               |POWER OPERATED VEHICLE           RP   206331
WILLIAMS  9222  E1230 1    I C  *1949.51  11/15 CART-SCOOTER               |POWER OPERATED VEHICLE           SLS  206478
SCOTT     4322  E1230 1    I C  *1649.00  11/20 CART-SCOOTER               |POWER OPERATED VEHICLE           DMM  206743
LANG      0522  E1230 1    I C  *1949.00  11/22 CART-SCOOTER               |POWER OPERATED VEHICLE           RP   206986


-------------------------------------------------------------------------------------------------------------------
100 B     MANUAL CUSTOM            NOV 01, 2000 - NOV 30, 2000        Page: 3
-------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                        HCPCS DES                        WHO  #
-------------------------------------------------------------------------------------------------------------------
WILLIAMS  8711  K0005 1    I C   898.84   11/01 WHEELCHAIR-QUICKIE 2       |ULTRALIGHTWEIGHT WHEELCHAIR      SLS  205235
JAMES     4111  K0005 1    R C   1168.29  11/01 WHEELCHAIR-QUICKIE 2       |ULTRALIGHTWEIGHT WHEELCHAIR      SLS  205270
DAYON     0411  K0003 1    I C   1118.84  11/06 WHEELCHAIR-QUICKIE 2       |LIGHTWEIGHT WHEELCHAIR           RP   205445
BAUM      8911  K0005 1    I C   424.85   11/06 WHEELCHAIR INV-9XT-18x16   |ULTRALIGHTWEIGHT WHEELCHAIR      RP   205467
CLEMENTS  9411  K0004 1    I C   366.01   11/06 WHEELCHAIR-INV-9XT-18X16   |HIGH STRENGTH LTWT WHLCHR        SLS  205478
CRABTREE  2011  K0004 1    R C   1004.57  11/06 WHEELCHAIR-MANUAL          |HIGH STRENGTH LTWT WHLCHR        DMM  205518
DOWNS     2322  K0004 1    I C   366.01   11/06 WHEELCHAIR-INV-9XT-18X16   |HIGH STRENGTH LTWT WHLCHR        RP   205547
LEBLANC   4522  K0004 1    I C   366.01   11/08 WHEELCHAIR-INV-9XT-18X16   |HIGH STRENGTH LTWT WHLCHR        RP   205724
LOOSEN    2822  K0004 1    I C   366.01   11/08 WHEELCHAIR-INV-9XT-18X16   |HIGH STRENGTH LTWT WHLCHR        DMM  205902
TAYLOR    8822  K0004 1    I C  *476.46   11/09 WHEELCHAIR-MANUAL          |HIGH STRENGTH LTWT WHLCHR        DMM  205980
BLAYLOCK  5822  K0004 1    I C   419.76   11/14 WHEELCHAIR INV-9XT-18x16   |HIGH STRENGTH LTWT WHLCHR        RP   206226
HOOD      5822  K0004 1    I C   417.96   11/14 WHEELCHAIR INV-9XT-18x16   |HIGH STRENGTH LTWT WHLCHR        RP   206229
OLSEN     0722  K0005 1    R C  *1337.79  11/14 WHEELCHAIR-MANUAL          |ULTRALIGHTWEIGHT WHEELCHAIR      RP   206265
BLUM      3122  K0004 1    I C   366.01   11/15 WHEELCHAIR-INV-9XT-18X16   |HIGH STRENGTH LTWT WHLCHR        RP   206481
```

*Continued on next page*

# Print NPPD Worksheets (PRT), Continued

**Detail and Used Summary (5) Option**

The **Detail and Used Summary (5)** option provides NPPD Reports that can be used for the purpose of "Cost Avoidance" Reports.

This report shows USED dollars. It also shows saved dollars to the VA hospitals because of issuing USED inventory items. It does *not* show NEW transactions.

**Sample report**

Below is a sample **Detail and Used Summary (5)** Report.

```
REPORT OF NEW PROSTHETICS ACTIVITIES
USED INVENTORY ONLY
NOV 01, 2000 - NOV 30, 2000
          STATION: Milwaukee VAMC

-------------------------------------------------------------------------------------------------------------------
100 B     MANUAL CUSTOM            NOV 01, 2000 - NOV 30, 2000        Page: 1
-------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                       HCPCS DES                       WHO  #
-------------------------------------------------------------------------------------------------------------------
PETERSON 1184  K0004 1    I V   366.01   11/24 VAS-WHEELCHAIR,OTHER       |HIGH STRENGTH LTWT WHLCHR       SLS  207671

-------------------------------------------------------------------------------------------------------------------
100 F     CUSHION SPEC             NOV 01, 2000 - NOV 30, 2000        Page: 2
-------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                       HCPCS DES                       WHO  #
-------------------------------------------------------------------------------------------------------------------
CORKWELL 4455  E0178 1    I V   202.46   11/20 VAS-CUSHIONS               |GEL PRESSRE PAD/CUSHION NONP    DMM  206694

-------------------------------------------------------------------------------------------------------------------
400 F     BRACES, KNEE             NOV 01, 2000 - NOV 30, 2000        Page: 3
-------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                       HCPCS DES                       WHO  #
-------------------------------------------------------------------------------------------------------------------
DAYON    6677  L1825 1    I V   2.76     11/15 VAS-BRACE-ALL OTHER        |KO ELASTIC KNEE CAP             RP   206468


-------------------------------------------------------------------------------------------------------------------
500 C     SHOE MOLDED, EA          NOV 01, 2000 - NOV 30, 2000        Page: 4
-------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                       HCPCS DES                       WHO  #
-------------------------------------------------------------------------------------------------------------------
JAMES     8899  L3253 2    I V   90.26    11/08 AMBULATOR-PLASTIZOTE-SZ. 9 |SHOE MOLDED PLASTAZOTE CUST     DMM  205819
PETERSON  9999  L3253 2    I V   90.26    11/08 AMBULATOR-PLASTIZOTE-SZ. 9 |SHOE MOLDED PLASTAZOTE CUST     DMM  205908
```

*Continued on next page*

**Detail and Both Summary (6) Option**

The **Detail and Both Summary (6)** option provides an NPPD report that shows both NEW and USED dollars added together.

Below is a sample Detail and Both Summary (6) report

```
100 A     MOTORIZED                NOV 01, 2000 - NOV 30, 2000        Page: 1
-------------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                          HCPCS DES                         WHO  #
-------------------------------------------------------------------------------------------------------------------------
SHULTZ    1000  K0014 1    I C   2665.93  11/06 WHEELCHAIR-ELECTRIC          |OTHER POWER WHLCHR BASE          RP   205457
CORKWELL  0900  K0014 1    I C   4622.57  11/07 WHEELCHAIR-ELECTRIC          |OTHER POWER WHLCHR BASE          DMM  205631
PETERSON  5500  K0014 1    I C   4853.18  11/14 WHEELCHAIR-ELECTRIC          |OTHER POWER WHLCHR BASE          DMM  206272
DAYON     0400  K0014 1    I C   7029.03  11/14 WHEELCHAIR-ELECTRIC          |OTHER POWER WHLCHR BASE          DMM  206282
WILLIAMS  0100  K0011 1    R C  *4668.32  11/14 WHEELCHAIR-ELECTRIC          |STND WT PWR WHLCHR W CONTROL     RP   206288
CHOU      9100  K0014 1    R C  *7212.86  11/20 WHEELCHAIR-ELECTRIC          |OTHER POWER WHLCHR BASE          RP   206712
BLUM      8600  K0014 1    R C  *6442.52  11/24 WHEELCHAIR-ELECTRIC          |OTHER POWER WHLCHR BASE          SLS  207683
JAMES     7400  K0011 1    I C   5810.38  11/27 WHEELCHAIR-ELECTRIC          |STND WT PWR WHLCHR W CONTROL     SLS  207735

-------------------------------------------------------------------------------------------------------------------------
100 A1    SCOOTERS                 NOV 01, 2000 - NOV 30, 2000        Page: 2
-------------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                          HCPCS DES                         WHO  #
-------------------------------------------------------------------------------------------------------------------------
PETERSON  7099  E1230 1    I C   1949.00  11/07 CART-SCOOTER                 |POWER OPERATED VEHICLE           DMM  205623
DOWNS     9199  E1230 1    I C   1667.24  11/08 CART-SCOOTER                 |POWER OPERATED VEHICLE           DMM  205795
CLEMENTS  2399  E1230 1    I C  *2716.91  11/08 CART-SCOOTER                 |POWER OPERATED VEHICLE           RP   205880
BAUM      9799  E1230 1    I C   1616.02  11/14 CART-SCOOTER                 |POWER OPERATED VEHICLE           RP   206331
SPRECKER  9299  E1230 1    I C  *1949.51  11/15 CART-SCOOTER                 |POWER OPERATED VEHICLE           SLS  206478
CRABTREE  4399  E1230 1    I C  *1649.00  11/20 CART-SCOOTER                 |POWER OPERATED VEHICLE           DMM  206743
BLUM      0599  E1230 1    I C  *1949.00  11/22 CART-SCOOTER                 |POWER OPERATED VEHICLE           RP   206986

-------------------------------------------------------------------------------------------------------------------------
100 B     MANUAL CUSTOM            NOV 01, 2000 - NOV 30, 2000        Page: 3
-------------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                          HCPCS DES                         WHO  #
-------------------------------------------------------------------------------------------------------------------------
BLAYLOCK  8788  K0005 1    I C   898.84   11/01 WHEELCHAIR-QUICKIE 2         |ULTRALIGHTWEIGHT WHEELCHAIR      SLS  205235
HINES     4188  K0005 1    R C   1168.29  11/01 WHEELCHAIR-QUICKIE 2         |ULTRALIGHTWEIGHT WHEELCHAIR      SLS  205270
OLSEN     0488  K0003 1    I C   1118.84  11/06 WHEELCHAIR-QUICKIE 2         |LIGHTWEIGHT WHEELCHAIR           RP   205445
HOLUB     8988  K0005 1    I C   424.85   11/06 WHEELCHAIR INV-9XT-18x16     |ULTRALIGHTWEIGHT WHEELCHAIR      RP   205467
LOOSEN    9488  K0004 1    I C   366.01   11/06 WHEELCHAIR-INV-9XT-18X16     |HIGH STRENGTH LTWT WHLCHR        SLS  205478
TAYLOR    2088  K0004 1    R C   1004.57  11/06 WHEELCHAIR-MANUAL            |HIGH STRENGTH LTWT WHLCHR        DMM  205518
VAN SLEET 2388  K0004 1    I C   366.01   11/06 WHEELCHAIR-INV-9XT-18X16     |HIGH STRENGTH LTWT WHLCHR        RP   205547
LEBLANC   4588  K0004 1    I C   366.01   11/08 WHEELCHAIR-INV-9XT-18X16     |HIGH STRENGTH LTWT WHLCHR        RP   205724
SPRECKER  2888  K0004 1    I C   366.01   11/08 WHEELCHAIR-INV-9XT-18X16     |HIGH STRENGTH LTWT WHLCHR        DMM  205902
BAUM      8888  K0004 1    I C  *476.46   11/09 WHEELCHAIR-MANUAL            |HIGH STRENGTH LTWT WHLCHR        DMM  205980
CLEMENTS  5888  K0004 1    I C   419.76   11/14 WHEELCHAIR INV-9XT-18x16     |HIGH STRENGTH LTWT WHLCHR        RP   206226
CRABTREE  5877  K0004 1    I C   417.96   11/14 WHEELCHAIR INV-9XT-18x16     |HIGH STRENGTH LTWT WHLCHR        RP   206229
PETERSON  0777  K0005 1    R C  *1337.79  11/14 WHEELCHAIR-MANUAL            |ULTRALIGHTWEIGHT WHEELCHAIR      RP   206265
WILLIAMS  3177  K0004 1    I C   366.01   11/15 WHEELCHAIR-INV-9XT-18X16     |HIGH STRENGTH LTWT WHLCHR        RP   206481

-------------------------------------------------------------------------------------------------------------------------
100 B     MANUAL CUSTOM            NOV 01, 2000 - NOV 30, 2000        Page: 4
-------------------------------------------------------------------------------------------------------------------------
NAME      SSN  HCPCS QTY TYPE COST     DATE  ITEM                          HCPCS DES                        WHO  #
-------------------------------------------------------------------------------------------------------------------------
CHOU      2877 K0004 1   I C   497.23  11/16 WHEELCHAIR-MANUAL-ADULT-EA    |HIGH STRENGTH LTWT WHLCHR       SLS  206550
DAYON     2277 K0004 1   I C   451.67  11/16 WHEELCHAIR-MANUAL-ADULT-EA    |HIGH STRENGTH LTWT WHLCHR       SLS  206567
WILLIAMS  1977 K0004 1   I C   366.01  11/20 WHEELCHAIR-INV-9XT-18X16      |HIGH STRENGTH LTWT WHLCHR       DMM  206711
JAMES     1177 K0004 1   I V   366.01  11/24 VAS-WHEELCHAIR,OTHER          |HIGH STRENGTH LTWT WHLCHR       SLS  207671
CORKWELL  0377 K0004 1   R C   366.01  11/24 WHEELCHAIR-16 INCH-INVACARE 9 |HIGH STRENGTH LTWT WHLCHR       SLS  207710
SHULTZ    1966 K0004 1    I C   366.01 11/28 WHEELCHAIR-INV-9XT-18X16      |HIGH STRENGTH LTWT WHLCHR       DMM  207843

-------------------------------------------------------------------------------------------------------------------------
100 C     STANDARD                 NOV 01, 2000 - NOV 30, 2000        Page: 5
-------------------------------------------------------------------------------------------------------------------------
NAME      SSN   HCPCS QTY  TYPE COST      DATE  ITEM                          HCPCS DES                         WHO  #
-------------------------------------------------------------------------------------------------------------------------
TAYLOR    2366  K0001 1    I C   115.25   11/13 WHEELCHAIR-INVACARE-1000E    |STANDARD WHEELCHAIR              SLS  206167
LOOSEN    4166  K0001 1    I C   115.25   11/15 WHEELCHAIR-INVACARE-1000E    |STANDARD WHEELCHAIR              RP   206388
HOLUB     8766  K0001 1    I C   115.25   11/21 WHEELCHAIR-INVACARE-1000E    |STANDARD WHEELCHAIR              DMM  206886
BLUM      7266  K0001 1    R C   220.60   11/27 WHEELCHAIR-MANUAL-ADULT-EA   |STANDARD WHEELCHAIR              SLS  207737
OLSEN     9966  K0001 1    I C   115.25   11/27 WHEELCHAIR-INVACARE-1000E    |STANDARD WHEELCHAIR              DMM  207745
BLAYLOCK  5166  K0001 1    I C   115.25   11/27 WHEELCHAIR-INVACARE-1000E    |STANDARD WHEELCHAIR              DMM  207764
```

# Appendix A – NPPD Groups and Lines

## New Activities

| NPPD Group | NPPD Line |
|---|---|
| WHEELCHAIRS AND ACCESSORIES | 100 A MOTORIZED<br>100 A1 SCOOTERS<br>100 B MANUAL CUSTOM<br>100 C STANDARD<br>100 D ACCESSORIES<br>100 E CUSHION FOAM<br>100 F CUSHION SPEC<br>100 G W/C CARRIERS |
| ARTIFICIAL LEGS | 200 A LEG IPOP<br>200 B LEG TEM<br>200 C LEG PART FOOT<br>200 E LEG SYMES<br>200 F LEG B/K<br>200 G LEG A/O<br>200 H LEG A/K<br>200 I LEG COMPONENT |
| ARTIFICIAL ARMS AND TERMINAL DEVICES | 300 A ARM B/E<br>300 B ARM, A/E<br>300 C COSMETIC GLOVES<br>300 D ARM, A/O<br>300 E TERMINAL DEVICES<br>300 F EXT. POWERED,ARM |
| BRACES AND ORTHOTICS | 400 A BRACE ANKLE<br>400 B BRACE LEG AK<br>400 C BRACE, SPINAL<br>400 D BRACE AL/OTH<br>400 E ELAS HOSE, EA<br>400 F BRACES, KNEE<br>400 G CORSET/BELT |
| SHOES/ORTHOTICS | 500 A ARCH SUPT, EA<br>500 B SHOE INLAY, EA<br>500 C SHOE MOLDED, EA<br>500 D SHOE ORTH OTH<br>500 E INSERTS, SHOE<br>500 F SHOES A/O, EA |
| NEUROSENSORY AIDS | 600 1 EYEGLASSES PR<br>600 A NO LONGER USED<br>600 B HEARING AIDS<br>600 C AID FOR BLIND<br>600 D CONT LENS, EA.<br>600 E EAR INSERT<br>600 F ASSIST LISTEN |
| RESTORATIONS | 700 A EYE<br>700 B FACIAL<br>700 C BODY, OTHER |

| NPPD Group | NPPD Line |
|---|---|
| OXYGEN AND RESPIRATORY | 800 A OXYGEN EQP<br>800 B OXYGEN CONCEN<br>800 C MOVED TO REPAIR<br>800 D OXYGEN, SUPPLIES<br>800 E MOVED TO REPAIR<br>800 F VENTILATOR, A/O |
| MEDICAL EQUIPMENT | 900 A WALKING AIDS<br>900 B INVALID LIFT<br>900 C BED HOSP STD<br>900 D BED HOSP SPEC<br>900 E MATTRESS STAN<br>900 F MATTRESS SPEC<br>900 G BED, ACCESSORIES<br>900 H ENVIRON CONTR<br>900 I SPEC HOME EQP (SAFETY)<br>900 J TENS UNIT<br>900 K MED EQP AL/OTH<br>900 L NOT IN USE<br>900 M COMPUTER EQUIPMENT |
| ALL OTHER SUPPLIES AND EQUIPMENT | 910 A MED SUP AL/OTH |
| HOME DIALYSIS PROGRAM | 920 A HOME DIAL EQP<br>920 B HOME DIAL SUP |
| ADAPTIVE EQUIPMENT | 930 A MOD VANS<br>930 B ADAPT EQP AL/OTH |
| HISA | 940 A HISA SC<br>940 B HISA NSC |
| SURGICAL IMPLANTS | 960 A HEAD & NECK<br>960 B ABDOMEN<br>960 C UPPER EXTREMITY<br>960 D LOWER EXTREMITY<br>960 E THORACIC<br>[1]960F DENTAL IMPLANT |
| MISC | 999 A AL/OTH ITEMS<br>999 X HCPCS NOT GRP<br>999 Z NO HCPCS |

[1] Added 960F Dental Implants with Patch RMPR*3*57, May, 2001.

# Repair Activities

| NPPD Group | NPPD Line |
|---|---|
| WHEELCHAIRS AND ACCESSARIES | R10 WHEELCHAIR |
| ARTIFICIAL LEGS | R20 A LEG A/K<br>R20 B LEG B/K, PTB<br>R20 C LEG B/K, STD<br>R20 D LEG ALL OTHER |
| ARTIFICIAL ARMS AND TERMINAL DEVICES | R30 ART ARM,TOTAL |
| BRACES AND ORTHOTICS | R40 BRACE TOTAL |
| SHOES/ORTHOTICS | R50 A ORTH SHOE ALL<br>R50 B SHOE MOD<br>R50 C A/O ITEM SERV |
| NEUROSENSORY AIDS | R60 A AID FOR BLIND<br>R60 B EYEGLASS RPR<br>R60 C HEARING AID |
| HOME DIALYSIS EQUIPMENT | R70 HOME DIAL EQU |
| MEDICAL EQUIPMENT | R80 A INVALID LIFTS<br>R80 B REPAIR TO ECU<br>R80 C MED EQUIP A/O<br>R80 D HME DELIVER/PICKUP |
| ALL OTHER | R90 ALL OTHER<br>R90 A SHIPPING |
| OXYGEN & RESPIRATORY | R91 A CONCENTRATOR<br>R91 B VENTILATOR<br>R91 C EQUIPMENT A/O<br>R91 D SERVICE VISIT<br>R91 E COMPRESSED O2<br>R91 F LIQUID O2<br>R91 G LIQUID DELIVERY |
| AUTO & VAN EQUIPMENT | R92 A VAN MODS<br>R92 B AUTO ADAPTIVE EQUIPMENT |
| MISC | R99 X HCPCS NOT GRP<br>R99 Z NO HCPCS |

# Using Surgical Implants

**Surgical HCPCS codes**

Surgical HCPCS codes for NPPD are broken up by body sections (see below). Associate the surgical implant with the correct body section to determine which HCPCS to use. You can use the UNKNOWN HCPCS codes listed below for each NPPD line, only if a specific surgical implant HCPCS is unavailable.

You can use the UNKNOWN code for SI more than once on the same order.

**Surgical Implants**

Below are the surgical implant Lines and the appropriate unknown HCPCS code if needed.

| NPPD Line | Description | Unknown HCPCS Codes |
|---|---|---|
| 960 A | HEAD & NECK | UNKNOWN CODE IS SI199 |
| 960 B | ABDOMEN | UNKNOWN CODE IS SI299 |
| 960 C | UPPER EXTREMITY | UNKNOWN CODE IS SI399 |
| 960 D | LOWER EXTREMITY | UNKNOWN CODE IS SI499 |
| 960 E | THORACIC | UNKNOWN CODE IS SI599 |

# Appenidx B - Using the NPPD CD

## Installing NPPD CD on Windows 95 or Windows NT

**Introduction**

Only the VISN Prosthetics Representative (VPR) receives the NPPD CD. Facility Service Chiefs should contact their VPR if they are interested in obtaining the CD.

Each CD contains the database of a cluster of VISNs.

**Chart**

The chart below is an example of how the VISNs may be clustered.

| VISN | CD Number | File Name |
|---|---|---|
| **1** | 1 | nppd_fy99_1_5 |
| **2** | 1 | nppd_fy99_1_5 |
| **3** | 1 | nppd_fy99_1_5 |
| **4** | 1 | nppd_fy99_1_5 |
| **5** | 1 | nppd_fy99_1_5 |
| **6** | 2 | nppd_fy99_6_10 |
| **7** | 2 | nppd_fy99_6_10 |
| **8** | 2 | nppd_fy99_6_10 |
| **9** | 2 | nppd_fy99_6_10 |
| **10** | 2 | nppd_fy99_6_10 |
| **11** | 3 | nppd_fy99_11_15 |
| **12** | 3 | nppd_fy99_11_15 |
| **13** | 3 | nppd_fy99_11_15 |
| **14** | 3 | nppd_fy99_11_15 |
| **15** | 3 | nppd_fy99_11_15 |
| **16** | 4 | nppd_fy99_16_18 |
| **17** | 4 | nppd_fy99_16_18 |
| **18** | 4 | nppd_fy99_16_18 |
| **19** | 5 | nppd_fy99_19_22 |
| **20** | 5 | nppd_fy99_19_22 |
| **21** | 5 | nppd_fy99_19_22 |
| **22** | 5 | nppd_fy99_19_22 |

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# Installing NPPD CD on Windows 95 or Windows NT, Continued

**Minimum system requirements**

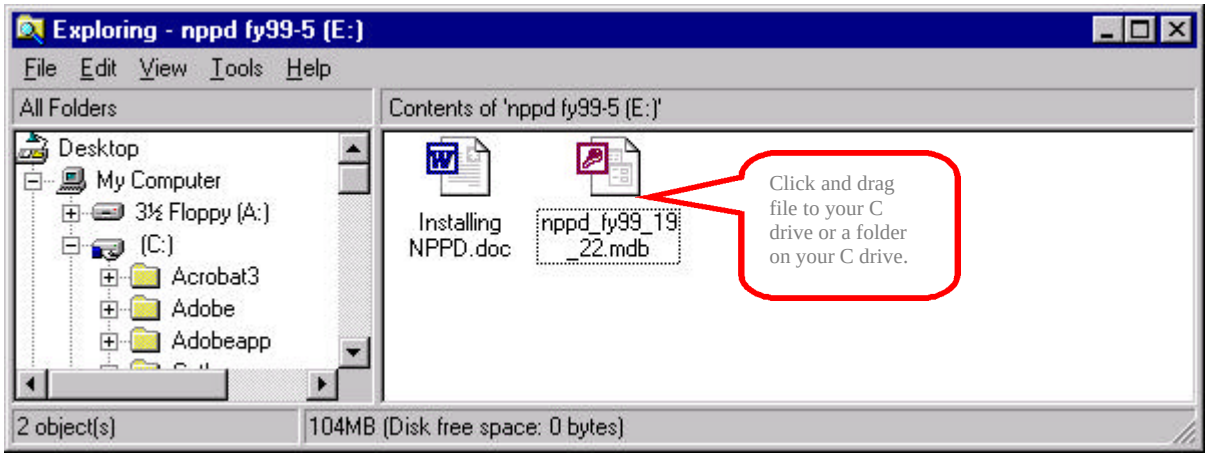
The following are the minimum system requirements:

- Microsoft Access 97
- Pentium Processor
- 32MB RAM
- 500MB Free Disk Space
- 400 MHz

**Steps**

To install the NPPD, you will need to copy a file to your hard drive. Follow these steps:

| Step | Action |
|---|---|
| 1 | Insert the NPPD CD that contains your VISN data in the CD-ROM drive. |
| 2 | Using either My Computer or Windows Explorer, display the file "nppd_fy(nn)_(VISN group)" on the CD. |
| 3 | Click once on the file contained on the CD "nppd_fy(nn)_(VISN group)" and continue to hold the mouse button down. |
| 4 | Drag the file to the hard drive (most likely your (C:) drive or (D:) drive). |
| 5 | Release the mouse button. |



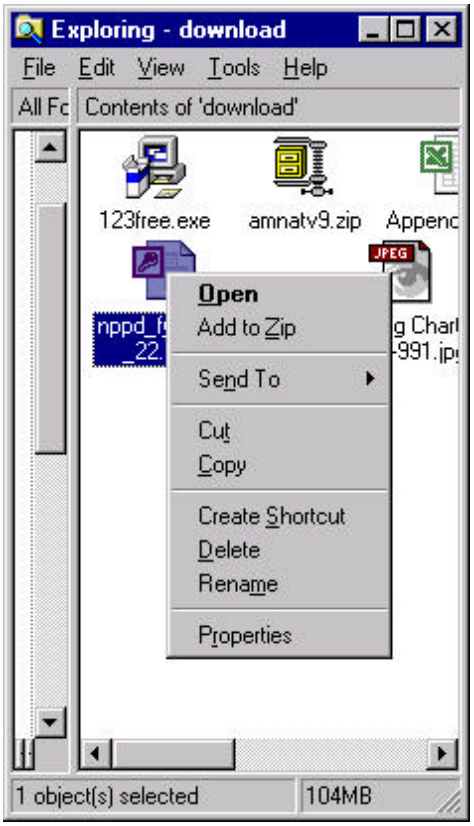

*Continued on next page*

**Steps** (continued)

To continue to install the NPPD CD, follow these steps:

| Step | Action |
|---|---|
| 6 | RIGHT click once on the file “nppd_fy(nn)_(VISN group)” on your hard drive. |
| 7 | Select **Properties**, and look at the **Attributes**. |

**Right Click Menu options**

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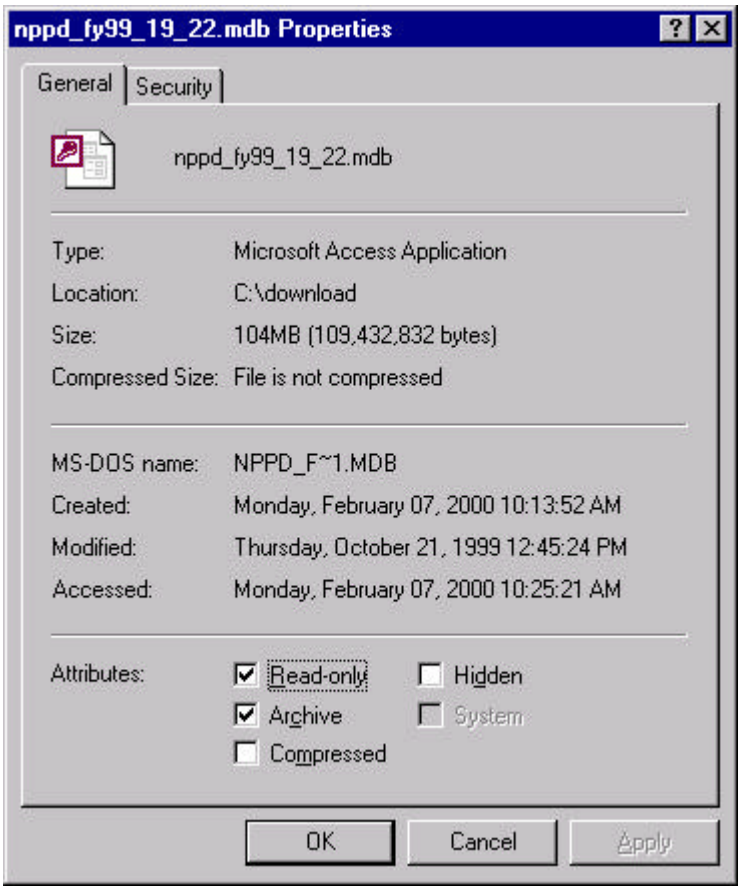
**Steps** (continued)

To continue to install the NPPD CD, follow these steps:

| Step | Action |
|---|---|
| 8 | Remove the check in the **Read-only** checkbox. |
| 9 | Click **OK**. |
| 10 | You are now ready to use the NPPD database. Double click on the file "nppd_fy(nn)_(VISN group)" on your hard drive. |

**Properties dialog box**



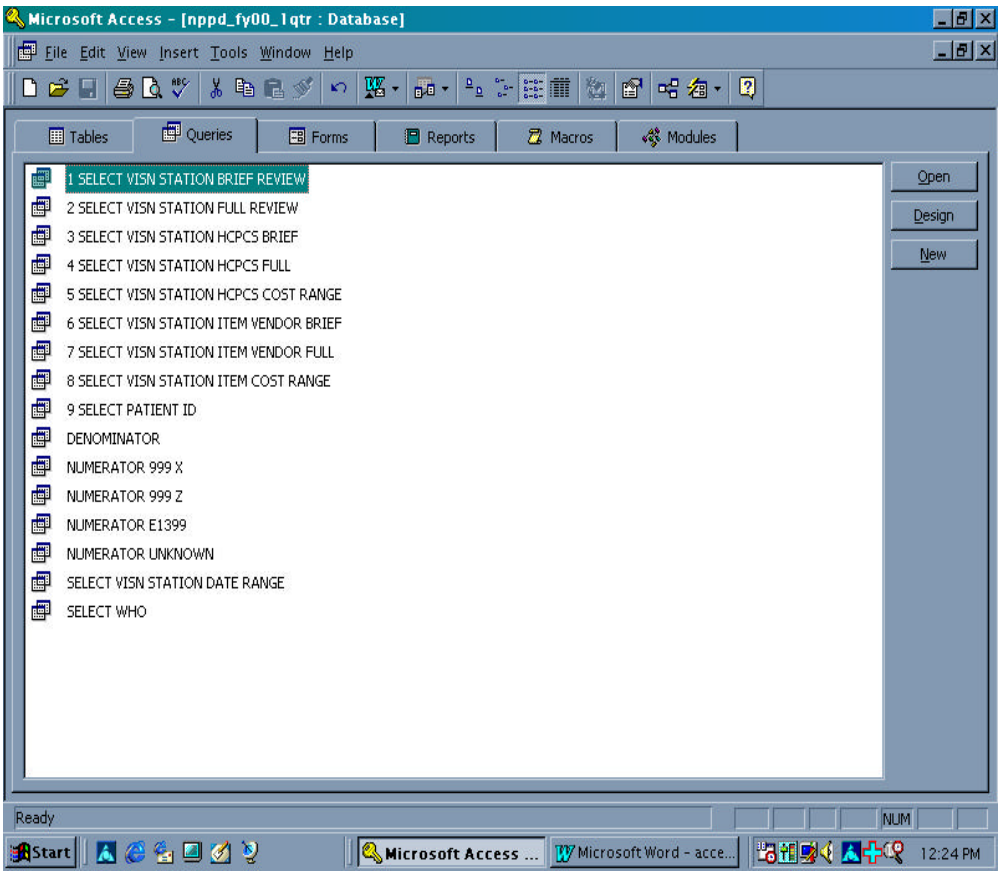
# Running NPPD Queries (Quick Start)

**Steps**

To run NPPD Queries (Quick Start), follow these steps:

| Step | Action |
|---|---|
| 1 | On your hard drive, double click on the appropriate file for your VISN.<br><br>**Example:** For example, double click on the file "nppd_fy(nn)_1_5" for VISN 1 through VISN 5. |
| 2 | When MS Access launches, either double click on a query or click the open box. |

**Microsoft Access window**

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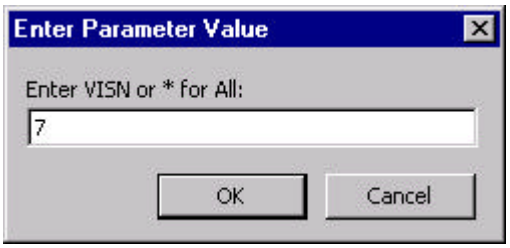
**Steps** (continued)

To run an NPPD query, continue to follow these steps:

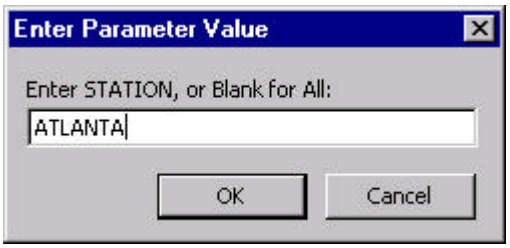
| Step | Action |
|---|---|
| 3 | Double click on the line item: **2 SELECT VISN STATION FULL REVIEW**. |
| 4 | The **Enter Parameter Value** dialog box displays. |
| 5 | Type a VISN number. |
| 6 | Click **OK**. Never leave the VISN prompt blank. |

**Enter Parameter Value dialog box**




| Step | Action |
|---|---|
| 7 | Another dialog box displays to prompt you to type a STATION name. |
| 8 | Type a STATION name, or if you would like to run a query of **all** stations within the selected VISN, leave this blank. |
| 9 | Click **OK** when you have made your selection.<br><br>**Note:** When selecting a Station, enter enough unique characters of the station name, so that MS Access will be able to identify it from other stations in the VISN you chose. |

**Sample dialog box**

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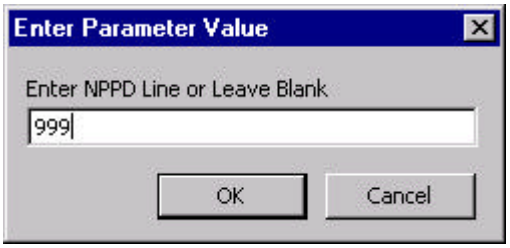
**Steps** (continued)

To run an NPPD query, continue to follow these steps:

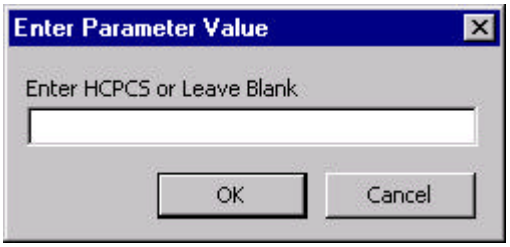
| Step | Action |
|---|---|
| 10 | The next **Enter Parameter Value** dialog box prompts you for a NPPD Line, or you may leave it blank for all NPPD Lines. If, for example you typed 999, all the 999 NPPD Lines would be queried. |

**Sample dialog box**




| Step | Action |
|---|---|
| 11 | The following dialog box will prompt you for HCPCS or Leave Blank. If you leave it blank, then all the HCPCS mapped to NPPD Line 999 will be queried.<br><br>It is best to respond to the NPPD Line box or enter a HCPCS. Do NOT enter both an NPPD Line and a HCPCS until you are experienced in running NPPD queries. |

**Sample dialog box**

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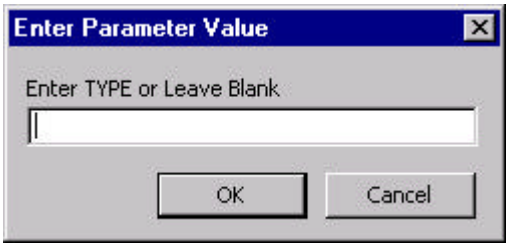
**Steps** (continued)

To run an NPPD query, continue to follow these steps:

| Step | Action |
|---|---|
| 12 | The last dialog box will prompt you for TYPE. |
| 13 | You can type the word, INITIAL, SPARE, REPLACE or REPAIR to further narrow your search.<br><br>It is recommended that you leave this box blank until you become more familiar with running NPPD searches. |

**Sample dialog box**




**Key Points**

Each query has a different set of dialog boxes that display to prompt you through running your searches.

It is important to remember a few key points while running queries as follows:

If a dialog box does not specifically tell you that you can leave it blank, then you must answer it to run a successful search.
If a pop-up box prompts you for a Date, then it must be in the month/day/year format. Example: 6/15/99.

**Last step**

To complete the installation of the NPPD CD, follow this step:

| Step | Action |
|---|---|
| 14 | When you are done reviewing the data and want to close the dialog box, click on the "X" in the right hand corner or click the **File** menu, and click **Close**. |

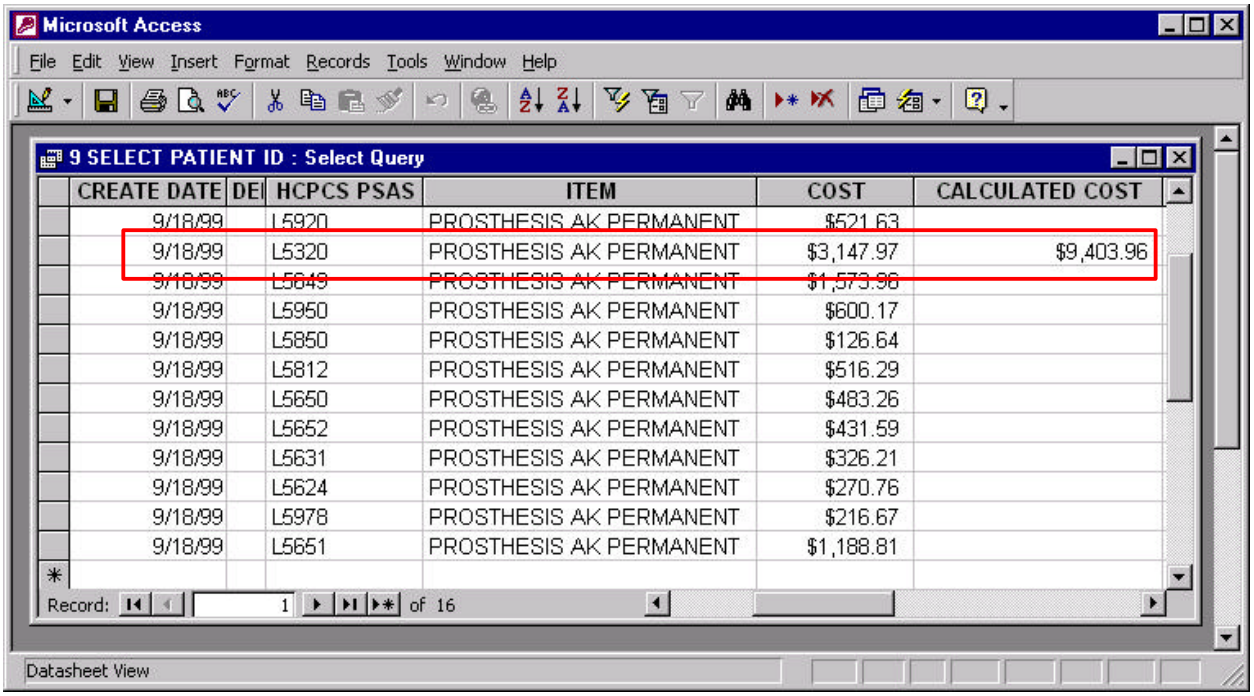
# Query in Microsoft Access

**Main Component**

The Main Component translates to the HCPCS PSAS with the Calculated Cost when doing a query in MS Access.

In the example below, every HCPCS PSAS for Items Prosthesis AK Permanent makes up the entire order, but the calculated cost is shown with the HCPCS that is a main component (whose Calculation Flag = 1).

Note the Calculated Cost is the sum of all the Items for Prosthesis AK Permanent.



# Queries

**Search criteria**

When conducting queries, you can limit your search/query to selected data.

The following table displays the search criteria available for each query. Be sure to note when entering the search criteria whether or not a value is required.

For some, you may click the OK button to accept All or enter "*" to obtain All (seen when selecting VISN).

| Query | VISN | Station | HCPCS | From/ To Cost | NPPD Line | Type | Item | Vendor | Patient ID | Who | From/ To Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **VISN Station Brief Review** | X | X | X | | X | | | | | | |
| **VISN Station Full Review** | X | X | X | | X | X | | | | | |
| **VISN Station HCPCS Brief** | X | X | X | | | | | | | | |
| **VISN Station HCPCS Full** | X | X | X | | | X | | | | | |
| **VISN Station HCPCS Cost Range** | X | X | X | X | | X | | | | | |
| **VISN Station Item Vendor Brief** | X | X | | | | | X | X | | | |
| **VISN Station Item Vendor Full** | X | X | | | | | X | X | | | |
| **VISN Station Item Cost Range** | X | X | | X | | X | | | | | |
| **Patient ID** | | | | | | | | | X | | |
| **VISN Station Date Range** | X | X | X | | | X | | | | | X |
| **Who** | X | X | | | | | | | | X | |
| **Denominator** | X | X | | | | | | | | | |
| **Numerator 999X** | X | X | | | | | | | | | |
| **Numerator 999Z** | X | X | | | | | | | | | |
| **Numerator E1399** | X | X | | | | | | | | | |
| **Numerator UNKNOWN** | X | X | | | | | | | | | |

*Continued on next page*

**Description of terms**

Below is a description of terms used for Search and/or Display:

| Term | Description |
|---|---|
| **VISN** | Any whole number 1-22. This is the VISN you want covered in the query/report. |
| **Station** | A medical center/station. Enter the name of the station in any case (upper or lower). You may enter the first few letters as long as they are unique to the station in the VISN selected. |
| **HCPCS (PSAS)** | This is the HCPCS PSAS code for the service or item. |
| **Cost** | This is the cost of the service/item which is the total cost. If you are searching for cost, enter a whole number or up to 2 decimal points (e.g., 1000 or 1000.00). Commas are not needed. |
| **NPPD Line** | A further breakdown of the items within a Group. (E.g., Group = Wheelchairs and Accessories. The NPPD Lines within the group are Motorized, Scooters, Manual Custom, etc.). See for a list of the groups and lines. |
| **Type** | The service or item was an Initial Issue, Replacement, Spare, or Repair. Enter any one of the types. |
| **Item** | This is the item or service issued. Enter sufficient letters to make the item unique from other items. |
| **Vendor** | The company providing the service/item. Enter sufficient letters to make the vendor unique from other vendors. |
| **Patient ID** | A number assigned to the patient for identification purposes. Enter the full number when searching for the patient. |

*Continued on next page*

**Description of terms** (continued)

Below is a description of terms used for Search and/or Display:

| Term | Description |
|---|---|
| **Who** | The staff person who made the transaction. |
| **Create Date** | This is the date of the transaction. |
| **Calculated Cost** | The cost of all associated items that make up a single issue. See Main Component under *Print PSAS HCPCS List*. |
| **Category** | This is the patient's service connection and inpatient/outpatient status (SC/OP, SC/IP, NSC/OP, OR NSC/IP). |
| **Special Category** | When patients are NSC/OP then they also fall into a Special Category of Eligibility Reform, PHC, A&A, or Special Legislation. |
| **Quantity** | This is the number of units of the item issued. |
| **Delivery Date** | This is the date the service/item was delivered to the patient. |
| **Form** | This is how it was issued (e.g., stock issue, 2914, 2421, etc.) |
| **Processing Days** | This is the number of days from the Create Date to the Delivery Date. |
| **Transaction Number** | This is the 1358 Daily Record for this Transaction or the Purchase Card Order Number Unique to the Station for this NPPD record. |
| **VISTA Number** | This is the number (IEN to File #660) on the local Stations VISTA system. It is used the same as # in the NPPD reports. |

*Continued on next page*

**Query criteria**

There are a number of queries available to you. Each allows you to select search criteria (see the table on the previous page).

**Query descriptions**

The data displayed in each query is shown along with a description of the query (e.g., VISN | Station | NPPD Line | etc.).

**VISN Station Brief Review**
VISN | Station | NPPD Line | HCPCS PSAS | Item | Cost | Type | Who | Create Date | Patient ID

**VISN Station Full Review**
VISN | Station | Patient ID | NPPD Line | HCPCS PSAS | Item | Cost | Calculated Cost | Quantity | Type | Special Category | Who | Create Date | Delivery Date | Processing Days | Transaction Number

**VISN Station HCPCS Brief**
VISN | Station | HCPCS PSAS | Item | Cost | Type | Vendor | Create Date

**VISN Station HCPCS Full**
VISN | Station | HCPCS PSAS | Item | Cost | Calculated Cost | Quantity | Type | Vendor | Create Date | Delivery Date | Who | Patient ID | VISTA Number

**VISN Station HCPCS Cost Range**
VISN | Station | HCPCS PSAS | Item | Cost | Calculated Cost | Quantity | Type | Vendor | Create Date | Delivery Date | Who | Patient ID

**VISN Station Item Vendor Brief**
VISN | Station | Item | Cost | Vendor | Create Date

**VISN Station Item Vendor Full**
VISN | Station | Item | Cost | Calculated Cost | Quantity | Vendor | Create Date | Delivery Date | HCPCS PSAS | Who | Patient ID | VISTA Number

**VISN Station Item Cost Range**
VISN | Station | HCPCS PSAS | Item | Cost | Calculated Cost | Quantity | Type | Vendor | Create Date | Delivery Date | Who | Patient ID

*Continued on next page*

**Query descriptions** (continued)

**Patient ID**

Patient ID | VISN | Station | Quarter | Create Date | Delivery Date | HCPCS PSAS | Item | Cost | Calculated Cost | Vendor | Category | Special Category | Who | Form | Transaction Number | VISTA Number

**VISN Station Date Range**

VISN | Station | HCPCS PSAS | Item | Cost | Calculated Cost | Quantity | Type | Vendor | Create Date | Delivery Date | Who | Patient ID | VISTA Number

**Who**

VISN | Station | Who | NPPD Line | HCPCS PSAS | Item | Cost | Calculated Cost | Quantity | Type | Special Category | Patient ID | Create Date | Delivery Date | Processing Days | Transaction Number | VISTA Number

**Denominator**

This query gives you a total record count (total transactions) for each station in all VISNs, for each station within a selected VISN, or for a single a Station.

**Numerator 999X**

This query gives you a total record count of 999X NPPD Line transactions for each station in all VISNs, for each station within a selected VISN, or for a single a Station. Entries in this line are considered to be coding errors, which are caused when transaction type, I, R and/or S is selected instead of X for repair. These errors must be corrected. To get an Error Rate, run this Numerator query and the Denominator query. Divide the Numerator total by the Denominator total, multiply by 100, and round off to two decimal digits.

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**Query descriptions** (continued)

**Numerator 999Z**

This query gives you a total record count of 999Z NPPD Line transactions for each station in all VISNs, for each station within a selected VISN, or for a single a Station. Entries in this line occur when UNKNOWN is selected, because there is no HCPCS or VA unique code for the item or when a HCPCS is selected that has not been mapped to an individual NPPD line. To get an Error Rate, run this Numerator query and the Denominator query. Divide the Numerator total by the Denominator total, multiply by 100, and round off to two decimal digits.

**Numerator E1399**

This query gives you a total record count of HCPCS PSAS E1399 transactions for each station in all VISNs, for each station within a selected VISN, or for a single a Station. This HCPCS code is to be used when the item meets the definition of durable medical equipment and the item does not have a specific HCPCS or VA unique code. To get an Error Rate, run this Numerator query and the Denominator query. Divide the Numerator total by the Denominator total, multiply by 100, and round off to two decimal digits.

**Numerator UNKNOWN**

This query gives you a total record count of HCPCS PSAS UNKNOWN transactions for each station in all VISNs, for each station within a selected VISN, or for a single a Station. This VA unique code is to be used when the item does NOT meet the definition of durable medical equipment and the item does not have a specific HCPCS or other VA unique code. To get an Error Rate, run this Numerator query and the Denominator query. Divide the Numerator total by the Denominator total, multiply by 100, and round off to two decimal digits.

# Tables

**QTR_FY Tables**

The table is the master database. Do not change the database!

In addition to the data described on the previous page under Description of Terms Used for Search and/or Display, the following data is shown:

| Term | Description |
|---|---|
| **ID** | This is the ID for the Access table and has no bearing on reports or queries. |
| **HCPCS CPT** | This is the CPT code for the HCPCS. |
| **QTR** | This is the Fiscal Year Quarter that the data represents. |
| **HCPCS Description** | This is the description of the HCPCS. |

**Reports**

**VISN Station Full Review Report**

This report displays each record and the Summary of Total Cost. In addition, it displays the lowest cost Item and the highest cost Item. It can be used for Station queries and entire VISN queries. This report may be sorted by the VISN, Station, NPPD Line, HCPCS PSAS, and Type.

VISN | Station | NPPD Line | HCPCS PSAS | Item | Quantity | Cost | Date

# Appendix C - Using MS Excel with NPPD

## Analyzing Data in MS Excel

**In this section**

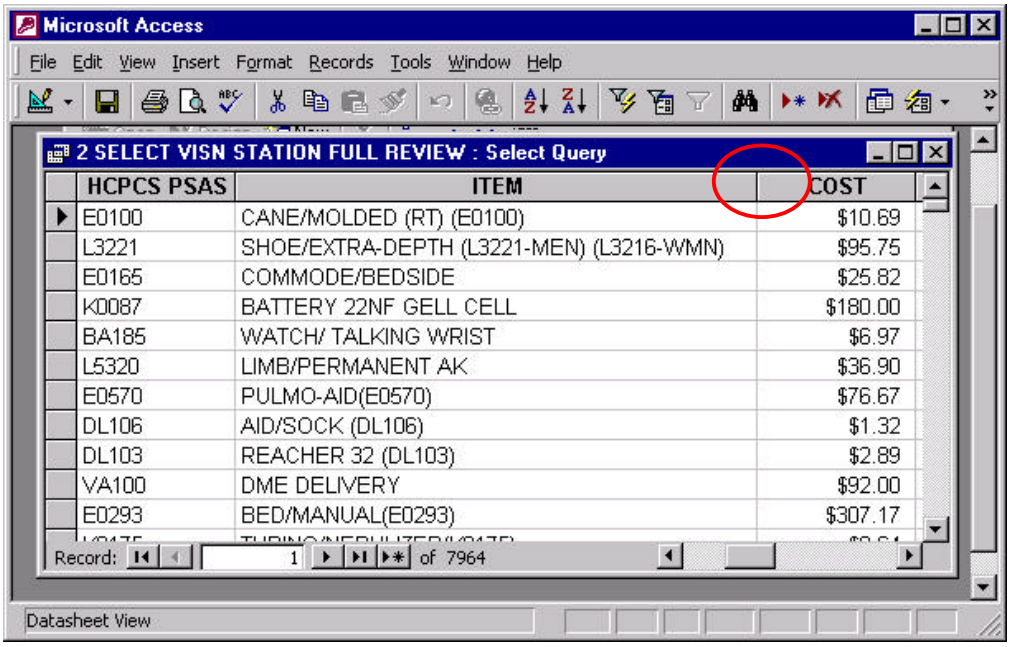
This chapter covers using/analyzing the data in MS Excel.

**Steps**

To move the data to MS Excel, follow these steps:

| Step | Action |
|---|---|
| 1 | Open the file in MS Access. |
| 2 | Double click on the query you want to analyze in MS Excel to open it in MS Access. |
| 3 | **Important Note: Expand any columns that cut off the data (e.g., Item) so that the data is fully shown. To do this, click on the dividing line (see circled area below) between Item and Cost in the column header until you see a line crossed by a double arrow and drag the column to the width you want.** |

**Expanded Item column**

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**Steps** (continued)

To continue to move the data to MS Excel, follow these steps:

| Step | Action |
|---|---|
| 4 | Click on the **Tools** Menu. |
| 5 | Click on Office Links. |
| 6 | Click on Analyze It with MS Excel. |

# [1]Appendix D – Question and Answer

## NPPD Satellite Broadcast

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**Introduction** Below are the questions and answers given on the Prosthetics Satellite Broadcast from Spring of 2000.

**Q1** Why is there a separate NPPD line for Shipping Charges?

**A1 Shipping is calculated separately on each purchase order and is calculated so as to not affect the actual cost of the product.**

**Q2** Why is choosing the transaction type I, R or X important?

**A2 This is very important because the way NPPD works is similar in design to the old AMIS in that generally speaking if the item is purchased out of the FCP 910 account or repair/service account it is mapped in NPPD to the REPAIR section. In order for that to appear there the transaction type - X must be used. If not the average cost for a product in the NEW table will be skewed. This applies as well to rental of equipment and to the liquid and gas used in the oxygen program. All of these transactions should be made using the transaction type - X.**

**Q3** What transaction type do I use, because I rent my home oxygen equipment?
**A3 See above**

**Q4** What is the proper way to purchase a limb? What is the calculation flag? How does it work? What items does it work with?

**A4 It is important to remember that artificial limbs and Surgical Implants are the only purchase transactions that work in this manner. Remember every L Code used in the make up of a NEW or Implant limb should be used.**

**<u>For example</u>:**
**First, identify the Master Item File description of the base limb, for example PROSTHESIS, BELOW KNEE. This will be used throughout the purchase process as your "ITEM". The first PSAS HCPCS requested should be the basic L code used for the limb being purchased for example, L5300. The second master item file ITEM would again be the same PROSTHESIS BELOW KNEE however, the PSAS HCPCS code will be the next code listed on your FL ADP 10-90 or limb quotation form or limb prescription. This procedure should be used for each subsequent item listed on the 10-90. Your percentage discount can be inserted at**

[1] Appendix D added with Patch RMPR*3*57, May, 2001.

**the end of this process by simply typing in the percentage of discount at the appropriate discount prompt. The computer will automatically calculate this for you. If you did the process correctly you should see one line entry on page #4 of the patients 2319. Looking at that same line entry you should see compressed all of the L codes you listed.**

**Q5** What is the patient ID# column on the NPPD report?

**A5 (USER MANUAL Pages #15 and 13) The patient ID# is a number used to identify the patient without the need for the patient name or Social Security number when a correction needs to be completed. This is also a mechanism used to assist in patient privacy as this information is accessed by many individuals and the patient ID # limits access to this data.**

**Q6** What HCPCS do I use when repairing a wheelchair, the code for the wheelchair or the code for the part being repaired or replaced?

**A6 When repairing an appliance such as a limb, brace, wheelchair, bed, patient lifter, etc. the easiest and most efficient way of recording this repair is to first select the Master Item File number for the item itself. Use the HCPCS code for the item as though you were buying a new wheelchair. You can describe the repairs in any manner you wish on the purchase document i.e.; parts and labor charges. When you get to the PSAS HCPCS prompt use the code for the new wheelchair as well. When you get the prompt asking for the ITEM TYPE use the "X" identifying this as a REPAIR. If done in this manner you repairs will be posted to the correct repair mapping table in NPPD.**

**In the case of limbs, braces and wheelchair components you may also use the specific HCPCS code for the item being replaced as long as you use the ITEM TYPE of "X".**

**Q7** How often should I review my facility's NPPD Report for errors?

**A7 As this is a part of all of our Performance Standards and in an attempt to obtain the most accurate information we can for many purposes. It is imperative that this report be printed at a minimum monthly to insure accuracy of our data. Commonly accepted HCPCS codes can be used for billing purposes to private insurance companies. If the data is accurate billing will be more readily acceptable to these firms.**

**Q8** What do the asterisks mean that are located next to a cost on our NPPD worksheets?

**A8 The asterisk means that although a cost is present the transaction is not yet closed and the cost is subject to change.**

**Q9** Why are the HCPCs recommended by the Prosthetic Data Validation Committee correct at times and are also the wrong ones during the same year and sometimes quarters? How often do the HCPCs change?

**A9 HCPCS codes are the domain the HCFA (Health Care Finance Association) they update their codes on an annual basis every January. The PDV committee meets on a quarterly basis beginning every January to review these changes. Every year HCFA deletes, changes and adds new codes. Many products provided by the VA are not reimbursable by Medicare consequently many items we in Prosthetics issue do not have identifiable codes. For this reason the PDV Committee established VA unique codes for these products. Over the last two years we have established over 200 VA unique codes. We also utilize codes that HCFA has determined that they will no longer accept for reimbursement but are products the VA through the Prosthetic Service still provides. This past January for the year 2000 we reviewed over 400 codes that were either deleted, changed or added. On an interesting note 3 codes that we established last year as VA unique were added by HCFA as acceptable items for reimbursement. These VA unique codes will be deleted by use of a patch and the new HCPCS code will replace the VA unique code. If a patch such as this occurs in the middle of a year this is cause for the shift from one acceptable code to another.**

# Glossary

| Term | Description |
|---|---|
| **2319 Record** | VA Form 10-2319: Each time a patient receives medical equipment, supplies or services from Prosthetics Service, the item purchased is recorded on this form (Record of Appliance/Repair). This is an overall list of all appliances/repairs purchased for a veteran. |
| **999 X** | HCPCS NOT GROUPED. Entry coding error. When entering an "I" for initial issue, "R" for replacement issue, "S" for spare issue or "X" for repair codes must choose the proper type of issue so that it maps correctly in NPPD. If a piece of equipment (i.e., such as a wheelchair battery that has a HCPCS code of A4631) that has only a new NPPD line item code of 100 D is coded as a repair, then it will be mapped incorrectly in NPPD. It will also show up as an error in this category of 999 X. |
| **999 Z** | NO HCPCS. When an item does not have an assigned HCPCS code, and it does not fall under the category of durable medical equipment, then it should be coded as UNKNOWN, so that it will be mapped in NPPD under 999 Z. |
| **Ad Hoc** | Specific purpose. Example: MS Access ad hoc query done to obtain specific information. |
| **Calculation Flag** | Determines whether or not a HCPCS is used as a Main Component to display the entire cost of a purchase, when multiple items within the purchase make up a whole (e.g., when purchasing a limb). |
| **CD** | Compact disk. |
| **Cost** | Cost of the item issued. *Cost – Transaction is still open and cost is subject to change when it closes out. |
| **CPT** | The Current Procedural Terminology Code assigned to the HCPCS. |

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| Term | Description |
|---|---|
| **CPT Modifier** | Authorized modifier(s) consistent with the HCFA standard that can be used with this HCPCS. |
| **DSS** | Decision Support System. |
| **E1399** | Generic code for durable medical equipment that does not have a specific HCFA or VA unique code. No HCPCS code was established for a particular piece of equipment. They should not be entering medical equipment or supplies other than DME under this code if a code is not available. |
| **HCPCS** | Healthcare Financing Administration Common Procedure Coding System. A code that represents an item or service. |
| **Item** | An Item or Appliance kept in the Pros Master Item file. |
| **MCCF** | Medical Care Cost Funds. |
| **NPPD** | National Prosthetics Patient Database. |
| **NPPD New Code** | Used in mapping the HCPCS. If used, appears under New Activities on the NPPD worksheets. |
| **NPPD Repair Code** | Used in mapping the HCPCS. Appears under Repair Activities on the NPPD worksheets. |
| **Pre-determined Lab Time** | Used to track lab employee time and salary for dispensing stock. |
| **PSAS** | Prosthetics Sensory Aids Service. |
| **PSAS Item** | An item that can be issued to a patient. There may be multiple PSAS items associated with one HCPCS:<br>1 - Sling, arm extra large<br>2 - Sling, arm medium<br>3 - Sling, arm small |
| **Qty** | Number issued. |

| Term | Description |
|---|---|
| **Status** | Active or Inactive when referring to a HCPCS PSAS. An Active HCPCS is selectable when entering a HCPCS for a new transaction. |
| **Type of Transaction** | A first time issue, a repair of a previous issue, a spare, or a replacement of a stock item:<br>• Initial = I<br>• Repair = X<br>• Spare = S<br>• Replace = R |
| **Unknown** | A VA unique HCPCS code to be used when the item is not a piece of durable medical equipment and there is no HCFA code available. Total number of UNKNOWN codes should decrease as the Data Validation Group develops new VA unique codes, HCFA establishes a HCPCS code, and when prosthetic personnel correctly choose the proper code instead of utilizing UNKNOWN to get by the system. |
| **VISTA Number** | The number (IEN to file 660) on the local Station's VISTA system. |
| **Who** | Prosthetics staff person that issued the item. |